

Course Overview:

With a Work-Life Balance you will be managing your time better. Better time management will benefit all aspects of life; you will be working less and producing more. This workshop will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.

Course Objective:

- Explain the benefits of work life balance.
- Recognize the signs of an unbalanced life.
- Identify employer resources for a balanced lifestyle.
- Improve time management and goal setting.
- Use the most effective work methods for you.
- Create balance at work and at home.
- Manage stress.

Course Outline:

Benefits of a Healthy Balance
Signs of an Imbalance
Health Risks
Absenteeism
Employer Resources
Tips in Time Management
The Urgent/Important Matrix
Goal Setting
Optional Ways to Work
Leave Home Stress at Home
Leave Work Stress at Work
Maintain Your Boundaries
Stress Management
Working in a Home Office

Who Should Attend:

Individuals who need to improve their effectiveness at both the personal and interpersonal levels.

Training Language:

English-Arabic

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation