



WORKLIFE BALANCE - WHAT IS IT AND HOW TO GET IT?

1 DAY WORKSHOP

Today's world is vastly different from that of ten or twenty years ago. We now have 24/7 lifestyles, globalisation, instantaneous communication, email, mobiles, pda's, smart phones, video-conferencing, telecommuting, pagers, beepers, gps systems, sms, video conferencing and the internet. All of these innovations are designed to make our lives simpler... **do they?**

This hands-on workshop looks at the challenges modern life presents us and explores the need for balance between work, leisure, family and how to go about attaining it. You will be provided with the insight and tools necessary to help you effectively identify and manage stress in your life, and to ensure you strike the right work-life balance.

Learning Objectives

- Understand your personal values and how they relate to work
- Identify and improve value dissonance
- Greater clarity over how 'balanced' your life currently is
- Understand the difference between positive and negative stress
- Recognise the hidden symptoms of stress AND know how to deal with them
- Accurately determine your stress level at any given time
- Understand how to better manage your time including what is 'slow time' and how to speed it up
- Develop and implement your own personal work-life balance action plan

Workshop Overview

- > Completion of your personal values exercise and assessment
- > Life Balance
 - The Wheel of Life*
 - Self Awareness*
 - Action Planning*
- > The human arousal curve and how to use it to your advantage

- > Increase your Stress IQ
- > What is slow time and how to use it to improve your productivity
- > What is work-life balance to you
- > How to develop and implement your own personal action plan

Workshop participants will receive their own workbook to allow them to develop and implement their own personal action plan, ensuring the skills and knowledge gained at the workshop will be transferred to the real world.