



@ASK Training
Attitude | Skills | Knowledge

Work Life Balance

Course Code:

ASKWLB

Course Duration:

1 day (8 hours), 9.00am - 5.00pm

Course Fee:

\$600 (\$648 Inc. 8% GST) per participant

Course Venue:

Hotel

Course Dates:

<https://asktraining.com.sg/course-calendar/>



Course Synopsis

During the 1960s to 1990s, employers considered work-life mainly an issue for working mothers who struggled with the demands of their jobs and raising children. In recognizing the value and needs of the women contributors, government agency & pioneering organizations such as MOM, Hewlett Packard, Deloitte & Touche, and IBM began to change their internal workplace policies, procedures, and benefits.

The changes include extended maternity leave, employee assistance programs (EAPs), flexi-time and home-based work.

In the mid-2000s, men also began voicing work-life concerns. Therefore, work-life balance was seen as more than just a women's issue. It is affecting men, families, organizations and cultures.

The 21st century solidified the recognition of work-life balance as a vital issue for everyone--women, men, parents and non-parents, singles, and couples. Numerous studies showed that the generations from baby boomers to new college graduates were making job choices based on their own work-life issues and employers' cultures.

Course Objectives

By the end of the course, you would be able to:

- Describe the Big Picture and understand how they are connected.
- Understand the fundamental concepts of the four quadrant and the 5 Steps to Better Work-Life Balance.
- Work-Life Balance Defined. What it means, What it doesn't mean
- Understand Goal Step – Way of Life GOAL, Relationship Step, Commitment Step, Focus Step and Project Step.
- Application of TAP, WIN, A.M/P.M & PATH concepts to improve individual work-life harmony.
- Understand Time Management Concepts.

Course Outline

- Course Overview
- The 5 Steps to Better Work-Life Balance
- Goal Step to Define Life Time Goal
- Relationship Step – Three life functions
- Commitment Step
- Focusing Step & Tools
- Project Step – The Path Method
- Time Management – Setting Priorities & Goals