



**@ASK Training**  
Attitude | Skills | Knowledge

# Work Life Balance

**Course Code:**

ASKWLB

**Course Duration:**

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

**Course Fee:**

\$650 (\$708.50 Inc. 9% GST) per participant

**Course Venue:**

Hotel

**Course Dates:**

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



## 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

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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

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- 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

**Speak to a Course Consultant**

Call: **6484 6723**

WhatsApp: **9430 3852**

Email: **[information@asktraining.com.sg](mailto:information@asktraining.com.sg)**



### West Branch - HQ

8 Jurong Town Hall Road  
The JTC Summit, #27-01, S609434



### Central Branch

10 Anson Road  
International Plaza #06-11, S079903



### East Branch

229 Mountbatten Road  
Mountbatten Square #03-43, S398007