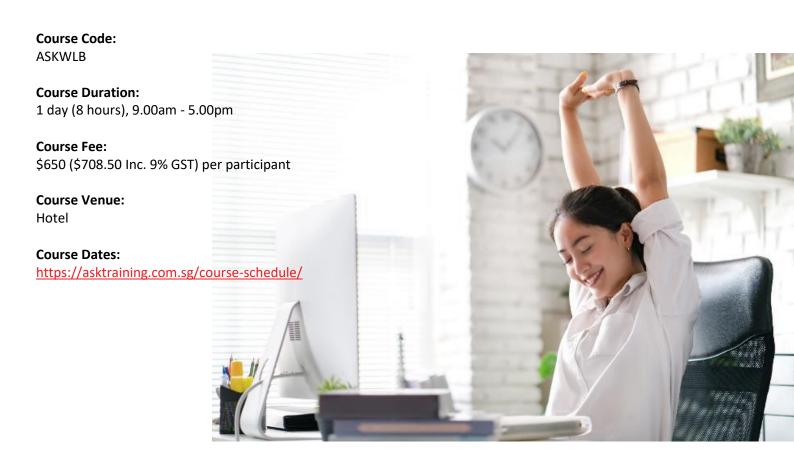


## **Work Life Balance**



### **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

# Speak to a Course Consultant

Call: 6484 6723

WhatsApp: 9430 3852

Email: information@asktraining.com.sg



### West Branch - HQ

8 Jurong Town Hall Road The JTC Summit, #27-01, \$609434



### **Central Branch**

10 Anson Road International Plaza #06-11, S079903



### **East Branch**

229 Mountbatten Road

Mountbatten Square #03-43, \$398007