



# WORK-LIFE BALANCE TRAINING

"The only way to do great work is to love what you do." - Steve Jobs

**W**ork-life balance is essential for modern professionals who want to thrive. It's about setting clear boundaries, expressing your needs, and knowing when to step back. This course introduces key strategies and practical tips to help you build a balanced routine that fits your lifestyle. You'll discover how to lower stress, boost efficiency, and make self-care a priority. Through real-world examples and practical techniques, you'll gain the tools to bring stability back into your daily life. With the right mindset and strategies, you can create a fulfilling and sustainable balance between your work and personal life.

## Key Course Content:

- Master practical strategies to balance work responsibilities with personal life.
- Recognize early signs of burnout and how to prevent workplace fatigue.
- Set clear boundaries between work and home to maintain well-being.
- Learn time management techniques that reduce stress and improve efficiency.
- Develop habits that help you stay productive without overworking.
- Discover how to switch off from work and be fully present in personal time.
- Create a personalized action plan for a sustainable work-life balance.
- Understand the role of mindset in achieving balance and avoiding guilt.
- Improve communication skills to manage expectations at work and home.



## Target Audience:

Managers and Staff



## Duration:

This course is available as a 1-day course or a truncated half-day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.



## Get a Quick Quote:

Let us know if you would like an obligation free quote for your organisation.