

„Work-Life Balance - how to keep a balance between work and personal life ”

Course description:

Effective and successful employees are usually people with a high level of satisfaction in life in general.

People experiencing balance in all areas of life are happy people – in other words they are the most valuable resource of any organization.

Even the most competent and professional staff if they do not keep a balance - sooner or later they will feel the limiting stress and frustration that will block them and will decrease their efficiency, finally it will result in temporary declining in motivation and in the longer term – they will experience some kind of professional burnout.

- How to raise and maintain the effectiveness of employees – by increasing their engagement, enjoyment and satisfaction coming from their work?
- How to prevent professional burnout and motivation decrease?

The training Work-Life balance it is a great way for any Organization to have effective , motivated, not frustrated employees who will provide quality and build a good working atmosphere. Workshops Work-Life balance it is a way to reach efficiency in all areas of life, to fulfill our roles – professional and non-professional – with commitment, energy – and satisfaction both for us and our Organization.

The training is targeted to employees at all levels of the Organization.

Acquired skills:

- They understand that their own goals, needs, and conscious self-management in professional and non-professional context can help them to reduce frustration and increase efficiency, which results in increasing the quality and efficiency in the workplace.
- They understand that work is an integral part of life and achieving harmony in this field has a positive effect on the level of motivation and creativity, quality of

relationships at work [also with clients] and the atmosphere in the company.

- Maintaining Work-Life balance prevents burnout process
- Employee operating in a work-life balance

Training program:

- Balance – what is it?
- The areas of life – the areas of balance
- Life – means project
- Project areas – their mutual connections
- Circle of influence; setting boundaries
- Objectives – needs – priorities – resources, how to build and maintain motivation
- Attitude towards challenges and changes
- Positive language and proactive attitude
- Harmonious project management
- Where am I – where do I want to be?
- Time management
- Balance in the long term: balance now / balance permanently

Methodology:

During the training we use the following training methods:

- training films
- role plays
- pair work
- group discussion
- case study
- working with the video camera and analysis of the obtained information
- individual work questionnaires

Organizational information:

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings