Aim
This workshop will assist the learners to recognise what work-life balance is and why it is important. Also to recognise their personal warning signs for when the balance is thrown out and how to address the various areas that will need attention. The workshop is holistic and includes a realistic take on both employer and employee’s needs.

About this Course...
Assist the learners to recognise what work-life balance is and why it is important.

Who Should Attend this Course?
This course will benefit all staff.

Outcome
At the end of this workshop delegates will have the ability to analyse their motivations, behaviours and choices against the criteria for work life balance and pinpoint the more challenging areas. They will have the knowledge on how to implement change and set clear parameters for themselves and others.

<table>
<thead>
<tr>
<th>SAQA US ID</th>
<th>NQF LEVEL</th>
<th>CREDITS</th>
<th>US TITLE</th>
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</thead>
<tbody>
<tr>
<td>117171</td>
<td>3</td>
<td>2</td>
<td>Manage time effectively to enhance productivity and enable a balanced lifestyle</td>
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The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.
## Content

<table>
<thead>
<tr>
<th>Section</th>
<th>Outline</th>
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| Definition of Work Life Balance                   | • Understanding what it is and what it is not, from both employee and employer perspective  
  • Explaining and identifying the signs of imbalance |                                                                                                                                 |
| Where we are Now                                  | • Identifying the starting point  
  • This module is developed on a coaching methodology of self-identification and evaluation |                                                                                                                                 |
| The Benefits of a Healthy Work Life Balance       | • Recognising the benefits of a healthy work life balance  
  • Understanding why we want to move in the direction of balance  
  • Understanding how serious we are about finding the balance |                                                                                                                                 |
| Employer Solutions                                | • What are the steps an employer can take to ensure that the workplace offers all the support that it can?  
  • What will be required from employees for this to work?  
  • What are the obstacles and where in lays a solution? |                                                                                                                                 |
| Bringing the Focus to Work                        | • Setting goals  
  • Organizing your day  
  • Saying no  
  • Remaining focused  
  • Be present  
  • Be assertive |                                                                                                                                 |
| Being the best you can                            | • Leaving work stress behind  
  • Turning the phone off  
  • Setting boundaries  
  • Being organised |                                                                                                                                 |
| Recognising your motivations and making your choices | • Personality typing in one hour  
  • Eating well, exercising, getting enough sleep, and finding your priorities |                                                                                                                                 |
**Experienced Facilitators**

Our facilitators are experienced and well-versed in obtaining the desired outcomes for our workshops. We use a variety of presentation methods and are extremely capable of adapting to the needs of the room (group) on the day.

**On-Going Learning**

Staff Training provide a number of SETA and SACE assessment options, as well as our Online Skills Check and Afterburner options (expanded on below).

**Immediately Implementable**

Our workshops are highly interactive and practical allowing for easy implementation of theory in the working context. This is of paramount importance to us and our facilitators work hard to assist the learners with this translation of theory to practice.

**Adaptable Training**

It will always remain at the trainer’s discretion to include or exclude small parts of a module that they find more applicable to the needs of the group. That said, our trainers are always clear on their mandate prior to the training.

**Appropriate Setting**

Training is always most effective in a room where it is quiet and uninterrupted and there is space for groups to move around or break away during group discussions. Should the workshop be hosted at your premises, we request that the delegates are fully present and do not get called out to see to daily matters as this is disruptive for the remainder of the group.

**Individualised Preparation**

In some instances there may be pre-workshop preparations necessary by the delegates, but this will be communicated in good time.

**Thinking Ahead**

Staff Training offer a follow-up service to the client where we keep contact with the delegates, encouraging them to explore areas of self-improvement identified during the workshop or as a result of their internal **Skills Check** evaluations. The easy process we walk them through culminates in a report that can be forwarded to their line managers through our portal and your HR department. Our clients find this service invaluable. The companies who use it report a higher level of accountability amongst their staff and more visible and sustained behaviour change.

**Our Afterburner** is a post-workshop, online add-on with three additional topics of learning, two quizzes and a myriad of videos applicable to the relevant course content.

There are additional charges for these services.

**Highly Customisable**

Should you wish for Staff Training to customise your workshop we humbly request wherever possible at least four working weeks' notice prior to presentation.