

BALANCING WORK AND LIFE



Find ways to balance the demands of work and family life without pushing yourself to the limit.

This course is designed to help you prioritize and strategize to find a balance between the pressures of your personal life and your professional life, and enhance your long-term fulfillment.

Training Goals:

- ❖ **Learn** how to identify your true values.
- ❖ **Discover** how to turn conflict into collaboration.
- ❖ **Apply** a practical method of prioritizing your time.
- ❖ **Take** control of your attitudes and eliminate negativity.
- ❖ **Discover** a powerful goal-setting process.
- ❖ **Develop** how to improve your relationship in business and life.
- ❖ **Learn** the difference between stress and strain.
- ❖ **Develop** habits that increase your ability to manage time.
- ❖ **Discover** how to thrive on major changes in your life.
- ❖ **Identify** the four perspectives of change and how different organization levels focus on different change perspectives.
- ❖ **Learn** four proven strategies to reduce your stress.
- ❖ **Understand** the seven basic steps of conflict resolution.
- ❖ **Apply** a process to turn a negative into a positive.
- ❖ **Identify** the causes and characteristics of strain.

Course Version: 1/2 Day
or 1 Day

Recommended
Class Size: 15–20
or Lg Group Conf

Materials: Manual

Assessments: Optional

Certification: Yes

“The information can be implemented in your professional and personal life – double benefit.”

– Michele Ervin
Metromedia Restaurant Group,
HR Manager
