



Work Life Balance 2.0 Onsite Seminar



Curriculum Overview

- completely customizable to Client needs

Timing

Half-day seminar and so 230 minutes of learning (assuming 1 x 10min break)

Core Objectives

- For Participants to clearly understand the major shifts that have occurred over the last few years, resulting in the vitally important need to adopt a mindset and skillset called work life balance.
- For Participants to self-assess how well they presently manage their professional and personal roles and to be inspired to set and achieve goals to obtain a better work life balance.
- For Participants to consider the similarities and differences between *work life balance* and *work life integration* and be encouraged to consider implementing new methodologies at work and at home to better integrate their roles and get done, all that they need to get done.
- For Participants to define their own personal brand as a framework for their own authentic value-set; the compass by which they will be able to better serve others in their professional and personal lives, and sustain work life balance.
- For Participants to be alerted to the high cost of high stress and encouraged to consider implementing best practices for themselves and to help others to reduce stress. This module will help Participants share, discuss and explore practical and effective work life balance strategies.

Outline*

Module	Title	Time
Module 1	Setting the Foundation	25 minutes
Module 2	What's Happening?	20 minutes
Module 3	Self-Assessment and Goal Setting	55 minutes
Module 4	Values: creating and living by an authentic value-set	45 minutes
Module 5	Stress Reduction and Managing Energy	55 minutes
Module 6	My Personal Action Plan	20 minutes
Module 7	Summary, Additional Resources and Evaluations	10 minutes

*10mins break part way through Module 4



Module Summaries

Module 1 - Setting the Foundation (25 minutes)

Objective: Participants are welcomed into a conducive learning environment and are engaged by the credibility of Newleaf Training and Development and the Facilitator's background. Participants are stirred to consider the results they get in this area of professional development comes from their own behaviors which in turn come from their own perceptions. Participants are reminded of the principle this program is based upon and are encouraged to consider how they yield better results when their perceptions and behaviors align with that principle. The objectives for the program are clarified and some ground rules are presented and agreed to help maximize the effectiveness and efficiency of the available time.

Lesson 1	Introductions	5 minutes
Lesson 2	Perception, Behavior and Results	10 minutes
Lesson 3	Objectives	5 minutes
Lesson 4	Ground Rules	5 minutes

Module 2 - What's happening? (20 minutes)

Objective: For Participants to clearly understand the major shifts that have occurred over the last few years, resulting in the vitally important need to adopt a mindset and skillset called work life balance. Participants are encouraged to consider the similarities and differences of work life balance and work life integration.

Lesson 1	What's happened and why?	10 minutes
Lesson 2	Work Life Balance and Work Life Integration	10 minutes

Module 3 - Self-Assessment and Goal Setting (55 minutes)

Objective: For Participants to self-assess how well they presently manage their professional and personal roles and to be inspired to set and achieve goals to obtain a better work life balance.

Lesson 1	The Wheel of Life	35 minutes
Lesson 2	Write Myself a Letter	20 minutes

Module 4 - Values: creating and living by an authentic value-set (45 minutes)

Objective: For Participants to define their own personal brand as a framework for their own authentic value-set; the compass by which they will be able to better serve others in their professional and personal lives, and sustain work life balance.

Lesson 1	Your Organizational Brand Values	10 minutes
Lesson 2	Your Personal Values	35 minutes



Module 5 - The high cost of stress and best practices for stress reduction (55 minutes)

Objective: For Participants to be alerted to the high cost of high stress and encouraged to consider implementing best practices for themselves and to help others to reduce stress. This module will help Participants share, discuss and explore practical and effective work life balance strategies.

Lesson 1	The High Cost of High Stress	20 minutes
Lesson 2	Best Practices for Stress Reduction	35 minutes

Module 6 - My Personal Action Plan (20 minutes)

Objective: For Participants to reflect on today's seminar and commit to actions to achieve a more work life balance to better serve their (internal and external) customers; their organizations and themselves.

Lesson 1	My Learnings	5 minutes
Lesson 2	My SMART Commitments	15 minutes

Module 7 - Summary, Additional Resources and Evaluations (10 minutes)

Objective: The learning is summarized and additional resources are recommended to the Participants, who share key learnings and evaluate the practical benefits of the seminar.

Lesson 1	Summary and Additional Resources	5 minutes
Lesson 2	Evaluations	5 minutes

