Work-Life Balance and Stress Management

### Course introduction

Work-life balance is the harmonious blending of the professional and non-professional aspects of life that results in higher professional productivity, better health and more sustainable living habits. Given the current day-to-day work and personal stressors that individuals face, it is necessary to provide employees with the appropriate coping skills to balance and deal with these factors. Not attending to these factors can lead to higher stress levels and negative physical impacts.

The following topics are offered under this area;

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<tr>
<th>TOPIC</th>
<th>OUTCOMES</th>
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| Analyzing your Work-Life Balance           | • Techniques you can use to analyze your current level of balance between work and life responsibilities  
• Assess your current work/life balance and overcome internal and external obstacles to achieving balance  
• Construct a map that will take you to your objective of a balanced, fulfilled life |
| Taking Control of your stress              | • Identifying the signs and symptoms of stress  
• Physiological, behavioural, and psychological impact of stressors  
• Strategies for coping with stress and avoiding burnout.  
• Positively change your responses to stress once you are able to recognize how you respond to stressful situations  
• Relaxation techniques such as breathing and mediation |
**THEME: PERSONAL MASTERY**

Personal mastery is a journey of individual, personal, continuous improvement. We do not march toward a destination but mine the gold along the way and relish its joys.

Personal mastery is a way of life which emphasises growth and satisfaction in personal and professional life. When individuals learn and grow professionally, organisations will eventually benefit.

Some of the important areas where employees are encouraged to grow and plough back the growth benefits to their teams and their workplace productivity, include:

- How to respond to criticism
- Coping with change in life and in the workplace
- Building resilience
- Understanding communication in the workplace
- Managing your time
- Building self-esteem

On a more personal level, some of the topics include:

- Dealing with relationships
- How to be a better connected parent

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| Building Great Relationships  | • Link between emotional intelligence and relationships  
                               | • Five key skills of relationship building                              |
| Building Self-Confidence      | • Tips for developing self-confidence  
                               | • Overcoming fear  
                               | • Link between self-confidence and self-esteem  
                               | • Developing a ‘can-do’ attitude  
<pre><code>                           | • Banish negative thoughts |
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<table>
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<tr>
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<th>Subtopics</th>
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| Self-Management – Self-Discipline | • Understanding yourself  
• Understanding the self-development process  
• Developing mind power and a positive mental attitude |
| Motivating for Success – Maintain your Motivation levels | • Definition of motivation  
• Understanding motivation  
• Motivation theories  
• Tips on how to stay motivated |
| Interpersonal Relationships | • Assertiveness  
• Dealing with aggression  
• Listening skills  
• Counseling skills  
• Stress management |
| Parenting – Child and teen issues | • What is good parenting skills?  
• Dealing with the generation gap  
• Improving my listening skills  
• Improving communication skills  
• How to teach your child right from wrong |
| Time Mastery | • Time management research and findings  
• Analysis of how you spend your time  
• Time management matrix  
• Struggle for work and family balance |
| Managing Change in our Personal and Work Environment | • What is change?  
• Different types of change  
• Dealing with change  
• Anticipating change |
| Resilience training | • Building individual resilience  
• Developing corporate resilience |
| Coaching and Mentorship                                      | • Customized individual one-on-one sessions with qualified life coaches |

For more information on any of our training courses or to book a training course, please contact us via the details below:

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