

WORK - LIFE BALANCE: MAXIMIZING PRODUCTIVITY AND QUALITY OF LIFE

“Achieve Harmony Between Professional Success and Personal Well-Being.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

In today’s fast-paced work environment, professionals often struggle to maintain a healthy balance between work demands and personal life. Poor work-life balance can lead to stress, burnout, reduced productivity, and lower job satisfaction.

This course focuses on equipping participants with practical strategies to achieve work-life harmony, improve productivity, and enhance overall quality of life. Through interactive sessions, self-assessment exercises, and real-world examples, participants will learn to manage time effectively, set boundaries, and adopt habits that support both professional and personal well-being.

Objectives

By the end of this course, participants will be able to:

- Understand the concept and importance of work-life balance.
- Identify personal and professional factors that impact balance and productivity.
- Apply effective time management and prioritization techniques.
- Set realistic goals and boundaries to avoid burnout.
- Develop strategies to reduce stress and enhance mental well-being.
- Improve focus, efficiency, and overall workplace performance.
- Incorporate habits that enhance personal life satisfaction and professional success.
- Build a personalized work-life balance action plan.

Why Attend

Balancing professional responsibilities with personal well-being is essential for sustained productivity, engagement, and career growth. This course provides participants with tools and techniques to manage competing demands, improve efficiency, and enjoy a more fulfilling life. Whether you are a professional seeking better time management or a manager aiming to support your team's well-being, this course offers actionable strategies for immediate application.

Target Audience

This course is suitable for:

- Professionals in corporate, administrative, or managerial roles
- Team leaders and supervisors
- Entrepreneurs and small business owners
- HR and training professionals
- Employees seeking better productivity without compromising personal life
- Anyone striving to improve personal well-being and work efficiency

Individual Benefits

- Improved time management and task prioritization
- Reduced stress and prevention of burnout
- Enhanced focus and workplace productivity
- Greater satisfaction in personal and professional life
- Strategies to maintain healthy boundaries between work and personal time
- Development of lifelong habits supporting well-being and career success

Organizational Benefits

- Increased employee engagement and motivation
- Improved team productivity and efficiency
- Reduced absenteeism and turnover due to burnout
- Enhanced workplace morale and overall job satisfaction
- Cultivation of a culture that values employee well-being
- Better balance between organizational demands and employee personal life

Instructional Methodology

The training uses an interactive, experiential approach including:

- Instructor-led sessions with practical examples
- Self-assessment exercises to identify personal balance challenges
- Group discussions and peer learning
- Time management and productivity exercises
- Stress management and mindfulness practices
- Action planning for implementing work-life balance strategies

Course Outline

- Module 1: Introduction to Work-Life Balance and Its Importance
- Module 2: Identifying Barriers to Balance in Professional and Personal Life
- Module 3: Time Management Techniques and Goal Setting
- Module 4: Stress Reduction and Mindfulness Practices
- Module 5: Prioritization, Delegation, and Efficient Workflow
- Module 6: Setting Boundaries and Managing Expectations
- Module 7: Enhancing Productivity Without Compromising Well-Being
- Module 8: Strategies for Personal Development and Self-Care
- Module 9: Sustaining Work-Life Balance in Dynamic Work Environments
- Module 10: Capstone Activity - Designing a Personal Work-Life Balance Plan

Certification

Upon successful completion, participants will receive a Certificate in Work-Life Balance: Maximizing Productivity and Quality of Life, acknowledging their ability to maintain harmony between professional demands and personal well-being while enhancing efficiency and productivity.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.