

## STRATEGIES FOR WORK-LIFE BALANCE COURSE OUTLINE

<b>COURSE CONCEPT</b>	<p>Many of us are 'time-poor,' constantly rushing to juggle different commitments. Finding a work-life balance is challenging for many individuals, especially working parents. Working long hours can be bad for our health, increases stress, and gives us less time for self-care and less time with our family, friends and leisure.</p> <p>The online course offers easy-to-follow strategies to manage stress and burnout to attain physical, emotional and mental well-being. The course includes a self-assessment tool that will help you identify areas that need improvement. By studying our online course, you will gain the knowledge and skills to apply strategies to improve your physical, mental and emotional well-being to maintain a healthy work-life balance.</p>
<b>AUDIENCE</b>	Individuals who want to reduce stress and avoid burnout to maintain their physical, mental and emotional well-being with strategies to improve their work-life balance.
<b>AIMS</b>	<ul style="list-style-type: none"> <li>• Apply strategies to improve your physical, mental and emotional well-being</li> <li>• Develop a work-life balance to enhance your lifestyle and well-being</li> </ul>
<b>COURSE CONTENT</b>	<ul style="list-style-type: none"> <li>• Understanding work-life balance, the aspects that create work-life balance and your unique lifestyle and work-life choices</li> <li>• Strategies to deal with stress, prevent burnout, and look after your well-being and mental health</li> <li>• Strategies to improve your work-life balance</li> </ul>
<b>LEARNING OUTCOME</b>	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> <li>• Enhance your self-awareness to reduce stress and recognize areas of your life that need improvement</li> <li>• Apply strategies to deal with stress and prevent burnout, mental health and well-being</li> <li>• Develop strategies to improve your work-life balance</li> <li>• Develop a work-life balance plan to manage the different areas of your life</li> </ul>

## STRATEGIES FOR WORK-LIFE BALANCE COURSE OUTLINE

<b>LEARNING ACTIVITIES</b>	<p>The <b>online</b> course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> <li>• Work-life balance quiz to determine your level</li> <li>• Interactive activities to reflect on your situation</li> <li>• Construct a Wheel of Life for your present and future situations</li> <li>• Guided meditation to experience your senses and slow down</li> <li>• Visual imagery for stress relief</li> <li>• Design a vision board for your ideal life</li> <li>• Reflective activities for self-assessment</li> <li>• Create a stress management plan</li> <li>• Writing an Action Plan to achieve your career goals</li> </ul>
<b>DURATION</b>	<p>Self-paced learning, approximately 2 hours</p>
<b>ADDITIONAL PROFESSIONAL DEVELOPMENT</b>	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completion of your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
<b>FURTHER INFORMATION</b>	<p><a href="http://careercoaching.training">careercoaching.training</a>  <a href="mailto:hello@careercoaching.training">hello@careercoaching.training</a> <a href="mailto:hello@careercoaching.training">hello@careercoaching.training</a></p>

## STRATEGIES FOR WORK-LIFE BALANCE COURSE OUTLINE

<b>LEARNING OUTCOMES</b>	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> <li>• Define stress and discriminate between functional and dysfunctional stress, recognise the optimum level of stress, internal and external stress</li> <li>• Identify the symptoms and stages of burnout</li> <li>• Recognise the signs of mental health issues, and mental health in the workplace</li> <li>• Recognise work-related stress and occupations that are 'at risk'</li> <li>• Identify the symptoms of stress: psychological, emotional, physical, and behavioural signs and the symptoms and stages of burnout</li> <li>• Identify signs of mental health — personal and in the workplace</li> <li>• Specify the causes of stress: workplace, personal, financial, and life events, and identify <i>potential</i> stress triggers</li> <li>• Apply the principles of work-life balance to oneself</li> <li>• Apply strategies to deal with stress, prevent burnout, mental health and well-being, and for work-life balance</li> <li>• Create a personal stress-management plan</li> </ul>
<b>LEARNING ACTIVITIES</b>	<p>The <b>online</b> course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> <li>• Experiential learning activities with workplace application</li> <li>• Questionnaires</li> <li>• Reflective activities</li> <li>• View a video clip with reflections of your learning</li> <li>• Develop a vision board</li> <li>• Guided meditation</li> <li>• Case studies</li> <li>• Writing an Action Plan to achieve your career goals</li> </ul>
<b>DURATION</b>	Self-paced learning, approximately 6 hours
<b>ADDITIONAL PROFESSIONAL DEVELOPMENT</b>	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or in a small group session.</p> <p>Upon completion of your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
<b>FURTHER INFORMATION</b>	<p><a href="http://careercoaching.training">careercoaching.training</a></p> <p><a href="mailto:hello@careercoaching.training">hello@careercoaching.training</a> <a href="mailto:hello@careercoaching.training">hello@careercoaching.training</a></p>