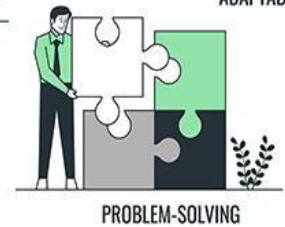


# SOFT SKILLS



## SOFT SKILLS

## Work Life Balance Skill Course

Project Based Immersive Learning Course

### Course Overview

Achieving a satisfactory and fulfilling lifestyle is heavily influenced by maintaining a healthy work-life balance. However, finding a balance between work and home can be a daunting task. Nevertheless, the rewards of achieving this balance can be significant. Balancing a career with personal life can result in benefits for both environments. This includes improved mental and physical health, as well as greater career productivity. To help individuals achieve work-life balance, Education Nest offers a comprehensive Work-Life Balance Training course. The course covers several essential topics, including the advantages of achieving work-life balance, techniques to avoid burnout, strategies to manage stress and other signs of an unbalanced life, employer resources to support a balanced lifestyle, alternative work arrangements such as telecommuting, effective goal setting and time management, and methods for managing stress levels. After completing this course, individuals can gain expertise in this area.

### Benefits of Work Life Balance Skill Course :

A work-life balance training course can help employees to achieve a more fulfilling and sustainable approach to work, which can benefit both the individual and the organization as a whole. There are many potential benefits to participating in a work-life balance training course, including:

- Life has less stressed overall.
- Family life and responsibilities are better supported.
- More time is available for individuals to pursue further education.
- Social and volunteer efforts become more feasible for individuals.
- Individuals exhibit better time management skills.
- Personal growth is evident in their lives.
- Individuals exhibit better focus on assigned tasks.
- Social engagement is increased.
- Personal health and well-being experience significant improvement.

## **Who should learn:**

- Students and recent graduates
- Entrepreneurs and business owners
- Managers and supervisors
- Employees who struggle to balance their work and personal life

## **Why Work Life Balance Skill Course from Education Nest**

- **Free Demo on Request**
- **Live Interactive Learning**
- **Lifetime Access**
- **Flexible Schedules**
- **24x7 Support**
- **One on One Doubt Clearing**
- **Real Time Project-Based Learning**
- **Certificate Oriented Curriculum**

## **Key Skills Covered:**

- Time management
- Stress management
- Communication skills
- Goal setting
- Boundaries
- Self-care
- Work-life integration

## **Work Life Balance Skill Course Syllabus**

### **Module 1: (The Advantages of Achieving a Well-Balanced Life)**

- Why It's Important
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale
- Case Study

### **Module 2: (Indicators of an Imbalance in One's Life)**

- Health Risks
- Absenteeism
- Burnout
- Stress
- Case Study

### **Module 3: (Employer Resources)**

- Offer More Employee Control
- Ask Employees for Suggestions

- Employee Assistance Program (EAP)
- Reward Your Staff
- Case Study

## **Module 4: (Tips in Time Management)**

- The Urgent/Important Matrix
- Learn to Say No
- Stay Flexible
- 80/20 Rule
- Case Study

## **Module 5: (Goal Setting)**

- The Three Ps
- SMART Goals
- Visualization
- Prioritizing Your Goals
- Case Study

## **Module 6: (Optional Ways to Work)**

- Telecommuting
- Job Sharing
- Job Redesign
- Flex Time
- Case Study

## **Module 7: (At Work)**

- Leave Home Stress at Home

- Break Up Large Tasks
- Delegate
- Set Accurate Goals
- Case Study

### **Module 8: (At Home)**

- Leave Work Stress at Work
- Turn Your Phone Off
- Take Some Me⊠ Time
- Maintain Your Boundaries
- Case Study

### **Module 9: (Stress Management)**

- Exercise
- Eating Well
- Getting Enough Sleep
- Self-Assessment
- Case Study

### **Module 10: (Working in a Home Office)**

- Setting Up a Home Office
- Setting Boundaries
- Dealing With Distractions
- Make a Schedule and Stick to It
- Case Study

## **Module 11: (Wrapping Up)**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned

### **Career Support**

#### **Profile Building :**

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

#### **Interview Preparation :**

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

#### **Job Referrals :**

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

#### **Continuous Support :**

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.