ARCAN ACADEMY

COURSE NAME

Improving Work-Life Balance

COURSE DURATION

Three days

COURSE DESCRIPTION

The Improving Work-Life Balance program offered by Arcan Academy is designed to help participants achieve a better balance between their work and personal life. This program covers the principles and concepts of work-life balance, including time management, stress reduction, and effective communication. Participants will also learn effective techniques for setting boundaries, managing priorities, and building support systems. This program includes lectures, case studies, group discussions, and practical exercises to provide participants with a comprehensive understanding of work-life balance.

COURSE OBJECTIVES

The objective of the Improving Work-Life Balance program is to help participants achieve a better balance between their work and personal life. By the end of the program, participants will be able to apply their knowledge to real-world situations, understand effective work-life balance techniques, manage their time effectively, reduce stress, and communicate effectively with colleagues and stakeholders. Additionally, participants will learn how to set boundaries, manage priorities, and build support systems to achieve a better work-life balance. Upon completing this program, participants will be well-prepared to improve their work-life balance and enhance their overall well-being.

COURSE OUTLINES

DAY 1

I. Introduction
A. Definition and importance of work-life balance
B. Impact of work-life balance on well-being and productivity

II. Assessing Current Work-Life Balance

A. Self-reflection and identifying personal priorities

B. Evaluating time allocation and energy expenditure

C. Recognizing signs of imbalance and stress.

III. Setting Personal and Professional Boundaries

A. Establishing clear boundaries between work and personal life

B. Defining realistic expectations for workload and availability

C. Communicating boundaries effectively with colleagues and supervisors.

IV. Time Management Techniques

A. Prioritizing tasks and responsibilities

B. Effective scheduling and planning

C. Avoiding procrastination and time-wasting activities

D. Delegating tasks when necessary.

DAY 2

V. Stress Management and Self-Care

A. Identifying and managing stress triggers

B. Implementing stress reduction techniques (e.g.,exercise, meditation, hobbies)

C. Practicing self-care routines and strategies.

VI. Building Supportive Work Environments

A. Encouraging open communication and collaboration

B. Promoting flexible work arrangements and policies

C. Fostering a culture of work-life balance and well-being

D. Addressing work-related stress and burnout.

VII. Technology and Work-Life Integration

A. Managing digital distractions and information overload

B. Establishing healthy boundaries with technology

C. Utilizing productivity tools and apps effectively.

VIII. Nurturing Relationships and Social Connections

A. Maintaining quality time with family and friends

B. Balancing work-related social interactions

C. Networking and building supportive professional relationships.

DAY 3

IX. Strategies for Remote Work-Life Balance

A. Overcoming challenges of remote work

B. Creating dedicated workspace and routines

C. Establishing clear boundaries between work and home life.

X. Sustaining Work-Life Balance in the Long-Term

A. Regular self-assessment and reflection

B. Continuous adjustment and adaptation

C. Seeking support and professional guidance when needed.

XI. Conclusion

A. Recap of key strategies for improving work-life balance

B. Emphasizing the long-term benefits of a balanced approach

C. Encouraging personal commitment and action plan.

TRAINING METHODOLOGY:

- Pre-assessment
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

DELIVERY METHOD:

- In person
- Online