

Work Life Balance

Course Overview

The innovations in personal communications have been both a blessing and a curse.

Just as television failed to kill off the movies, new ways of sending messages simply add to the torrent of information with which every manager must cope – arriving at different times and in different ways.

Letter post and the static telephone have been supplemented by e-mails, mobile phones, faxes, telephone conferencing, video conferencing and the entire gamut of new media. Each innovation extends the possibilities for continual, unremitting communication exponentially. On the one hand they make it possible for individuals to keep in touch with each other more easily than ever before; on the other they mean that people are at the beck and call of their work literally 24 hours a day, 7 days a week – especially if they work in multinational corporations. Global time never takes a coffee break. If the manager works in an international company there will always be people who want to talk to him/her while being asleep. Never has been the task of balancing between life and work more arduous than these times of continuous availability created by the new work environment.

As the problems have proliferated and deepened, and as traditional family units have come under mounting strain, managers and executives have understandably grown anxious and stressed, often without recognizing the causes. This led many management gurus to address the problem and state that Organizations of the future will have to pay attention to their effects on people other than employed persons (spouses, children) and allow the needs of families to influence organizational decisions and shape organizational policies.

Work/life balance issues affect men as well as women, the old as well as the young, those without families as well as those with families. They affect people's relationships with their parents, as well as with their partners and children. And – though little or no attention has been paid to this aspect of the matter in the past – work/life balance problems intrude on all facets of people's individual and personal behavior. Their work and their family may be the two most important things in their lives, but they are not the entirety. Life is more than a job, a partner and kids. Like everyone else, managers and executives have a diverse range of personal interests and passions, which their work frequently stifles. Other work/life balance issues can include leisure, hobbies, religion, religious duties, business ethics – and finally clinical stress. Studies consistently prove the incidence of work-related stress to be growing apace.

This training program will open the eyes of the participants to these facts affecting themselves and their teams and will help them to find personal as well as organizational solutions to most imbalances in the work/life equation.

Course Outline

- Work/Life Balance: The Pivotal Principles
- The fine line between work and life in the modern workplace
- The work/ life ratio
- The millstone managers
- The 24/7 mentality
- Workaholics are not that successful.
- Lessons from successful leaders
- You have to take time and you have to make time.
- Tips and tricks to achieve the 50/ 50 balance.
- Trust your colleagues and delegate more
 - Rules of delegation- what can and what should not be delegated.
 - Taming the monkeys
- Time Management for work and life.
- Developing the family system.
- Business entertaining is not that entertaining.
- Finding friends from outside your industry.
- Travelling and commuting
- Love what you work and work what you love.
- Combine business with pleasure.
- Techniques to relieve the stress.
- In times of trouble in your life, work harder and longer.

Learning Objectives

By the end of the program, participants will be able to:

- Understand the pivotal principles in work/ life balance.
- Appreciate that working harder is not the best strategy if not combined by working smarter.
- Identify stress carriers and how to keep away from them.
- Strive to reach the ideal work/ life ratio without jeopardizing their career chances.
- Stand firm for their rights to enjoy life.
- Communicate the fact that a balanced life is really helpful for the productivity.
- Learn to love what they work and work what they love.

Who Should Attend

Employees at all levels

Course Duration: One day from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment

- Course fees include material (Soft Copy), light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com