MERCURY

Work-Life Balance Training Course

7 – 11 March 2027
Amman (Jordan)



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Ref: 15289_1080584 **Date:** 7 – 11 March 2027 **Location:** Amman (Jordan) **Fees:** 3300 Euro

Introduction:

What does work-life balance mean? "Work-life balance is the lack of opposition between one's work and other life roles. It represents the state of equilibrium where the demands of personal, professional, and family life are balanced."

Why is maintaining a work-life balance important? In the competitive corporate culture many of us experience, achieving a work-life balance is critical for maintaining good health, enhancing productivity, and increasing job satisfaction.

Successfully integrating work and personal life can be challenging. Those who find their lives out of balance may face heightened risks of burnout, poor health, and absenteeism. Conversely, employees who achieve a healthier balance lead happier, more fulfilled, and more productive lives at work and home.

Targeted Groups:

- This work-life balance course is for individuals looking to improve their work-life balance.
- Office Managers are seeking to foster a supportive environment for their teams.

Course Objectives

By the end of this work-life balance training course, participants will be able to:

- Realize the benefits of work-life balance and their positive impact on life and career.
- Identify the signs of an unbalanced life and understand the consequences thereof.
- Implement techniques and strategies to achieve a more balanced lifestyle.
- Communicate effectively to establish boundaries for a successful work-life integration.
- Master time management skills by identifying and setting the right priorities.
- Set meaningful goals that contribute to a balanced personal and professional life.
- Differentiate and manage work-related and personal stress effectively.
- Enhance productivity in their workplaces with healthier work habits.
- Develop an approach for smart working to maximize results with optimal effort.
- To improve overall well-being, create a harmonious balance between work demands and personal needs.

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Targeted Competencies:

By the end of this work-life balance training program, participants competencies will:

- Understand the advantages of a healthy balance in life.
- Recognize signs of imbalance in work-life balance.
- Implement best practices for work-life balance.
- Prioritize work tasks for maximum productivity.
- Employ productive work habits and life management techniques.
- Steps for creating and maintaining a healthy work-life balance.
- Techniques for keeping stress at bay.
- Adjust to the concept of remote work-from-home environments.

Course Content:

Unit 1: Benefits of a Healthy Balance in Life:

- Why is Work-Life Balance so Important?
- Effects of an imbalanced life.
- The long-term impact of an imbalanced life on mental and physical health.
- Making the conscious decision to change behaviors and attitudes that disrupt balance.
- How self-confidence, self-esteem, and personal value are influenced by work-life balance.

Unit 2: Signs of an Imbalance in Life:

- Understand the interconnection between the mind and body regarding work-life balance.
- The health risks associated with an imbalanced life and strategies for mitigation.
- The connection between absenteeism, burnout, stress, and life balance.

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Unit 3: Setting up Priorities for Work:

- Prioritize Tasks.
- Urgent tasks vs. Important tasks.
- Focus on the key tasks to be accomplished in a day.
- Master planning and prioritizing techniques.
- Work on systemizing your day.

Unit 4: Being Productive:

- Adopting the Wheel of Life as a tool for assessing balance.
- Cultivate new habits that support work-life balance and personal productivity.
- The Willingness To Compromise.
- Learn to say no.
- Delegate effectively.
- Stays flexible to facilitate balance.
- Pareto's 80/20 Principle.

Unit 5: Steps To Establish a Work-Life Balance:

- Set SMART goals to harmonize personal and professional aspirations.
- The significance of visualization.
- Daily prioritization of goals.
- Effective time management skills.
- Detect Time Wasters of life.
- How to combat over-commitment?
- Complete tasks on time.
- Perform a Job Redesign.

Unit 6: Leaving Stress Where It Belongs:

- Managing stress effectively both in the workplace and at home.
- The benefit of batching tasks for efficiency.
- Time for self-care at work.
- Turn off technology.
- How to establish and maintain boundaries to support a balanced life.

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Unit 7: Understanding Stress and Dealing with It:

- Incorporating exercises for the body and mind to combat stress.
- The importance of a well-balanced diet.
- Sufficient sleep and taking time to unwind.
- Self-assessment of tasks, time, and purpose.
- Importance of Taking ME time.
- Relaxation.
- Power of Concentration and Focus.
- Align your goals with life's purpose.

Unit 8: The Concept of Working from Home:

- How to set up a functional and productive home office environment.
- Create workspaces that facilitate focus.
- Establish boundaries to separate work from home life.
- Set time for work and home.
- Strategies for dealing with distractions.
- Maintain a structured schedule while working from home.