

TRAINING PROVIDER	
Singapore Professionals' & Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	<b>Developing Personal Work-Life Effectiveness</b>
Language	English
Course Duration	1 day (7 hours)
COURSE OUTLINE:	
<b>Course Overview &amp; Objectives</b>	<p>Since the onset of the pandemic, most of us who work from home are working longer and harder which has inevitably caused our work and personal life to become intertwined and interdependent. Therefore, it is important for us to understand and be able to manage our workplace and personal work-life issues effectively.</p> <p>Work-life effectiveness is about aligning personal and professional priorities in a way that is energizing and brings greater clarity and focus to both. This workshop aims to create a positive awareness of the importance of work-life initiatives that will not only benefit individuals but organizations too. Encouraging employees to “have a life” outside work and enjoy increased quality of life will help them to improve their work performance and contribution to the organization that strives to excel in the new economy.</p>
<b>Key Topics Covered</b>	<p>The course explores the following subjects in depth:</p> <ol style="list-style-type: none"> <li><b>1. Understanding Work-Life Effectiveness</b> <ul style="list-style-type: none"> <li>• What is Work-life effectiveness?</li> <li>• Why is Work-life effectiveness important?</li> <li>• Internal and external factors affecting work-life issues and its implications</li> <li>• Examples of best practices, locally and globally resulting in improved productivity, morale, commitment and quality of work.</li> </ul> </li> <li><b>2. Personal Work-Life Effectiveness</b> <ul style="list-style-type: none"> <li>• What is my current level of work-life effectiveness?</li> <li>• How to bridge the gap and what are the resources available to me?</li> <li>• How do I combat stress &amp; burnout in the workplace?</li> <li>• How do I align my personal goals to that of the organization?</li> <li>• Managing work-life conflicts.</li> </ul> </li> <li><b>3. Personal Skills Kit for Work-life Effectiveness</b> <ul style="list-style-type: none"> <li>• Negotiating and collaborating</li> <li>• Listening and problem-solving</li> <li>• Time management</li> <li>• Communication</li> <li>• Work-life needs assessment</li> </ul> </li> <li><b>4. Design Your Personally Powered Work-Life Effectiveness Plan</b></li> </ol>

<b>Learning Outcomes</b>	Upon successful completion of the course, learners will be equipped with the tools needed to maximize their skills, education and experience to positively motivate themselves for their own personal development and wellness.
<b>Learning Methodology</b>	The workshop will be delivered in an interactive learning setting and offers the opportunity to apply the concepts in a risk-free environment with simulated exercises and practices; mini case studies; trainer-facilitated group sharing and discussions, self-reflection and action planning; etc.
<b>Who Should Attend</b>	This program will benefit individuals who are keen to understand and manage workplace and personal work-life issues effectively by aligning their personal and professional priorities so that they could improve work performance and enjoy better quality of life.