



### **Workshop on Work-life Balance and Stress Management for Senior Executive Officers**

May 16 – 20, 2022, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 24 – 28, 2022, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N180, 000 per Participant

**For online:** Delivery via Zoom

Time: 9am – 4:00pm everyday

**Online course fee:** N150, 000 per Participant

**Also Available for In-plant Training**

**USD Equivalent for foreign  
Participants**

#### **Program overview:**

Work-life balance and stress management are two things that must be considered important and essential for the mental, physical and emotional well-being of every organization's staff member. Everyone needs a sustainable work-life balance, if people fail to achieve Work-life balance, the negative effect on both the individual and the team is poor performance.

Work-life balance is based on the fact that your life is composed of various elements; work, rest, family, hobbies, friends, etc. It is about achieving the right mix of all the various components of your life and not neglecting any of them for too long. You must manage the competing demands of the various aspects of your life. Work life balance is the art of creating harmony; allowing you to be more productive, happy and healthy.

Great amount of stress and work-life imbalance is created through our work culture and the workplace environment that fails to recognize the benefits of prioritizing staff well-being.

#### **For whom:**

This program is designed for every staff member; managers, team leaders, business owners and entrepreneurs, office managers and administrative staff, secretaries and personal assistants in the private sector. Chief executives, permanent secretaries, departmental heads and other senior officers in government ministries, departments, agencies, and Local Government Councils can also benefit from this course. This course will serve as a foundation for creating happy, healthy and productive members of staff.

#### **Learning objectives:**

At the end of the program, participants will be able to;

- Define and discuss work-life balance
- Create a clear vision, purpose and mission for life through planning and goal setting
- Use emotionally intelligence competency to manage workplace relationships
- Create work place culture where people can thrive
- Develop self-Awareness skills for self-management
- Take control of work-balanced habits to achieve success in all spheres of life
- Understand self-stress level and design strategies to manage the challenges
- Learn how to set and achieve short and long term goals
- Develop social awareness skills to manage your emotions and influential others
- Learn to communicate assertively in a clear, confident and calm manner
- Organize work and personal life to achieve balance and synergy
- Develop self and time management skills to maximize quality time in relationships at work, with family, friends and self.
- Effectively adjust your work-life balance over time
- Improve productivity through quick and effective work planning and organization
- Develop methods for staying balanced every day to be happy, healthy and productive

#### **Course outline:**

##### **Day 1: Life Goal**

- Creating a clear vision, purpose and mission for your life

- Setting achievable goals, What do I hope to achieve?
- Our fast changing world
  - How do we manage this?
- What are the implications for others and me?
- Balancing life and work

#### **Day 2: Self and Stress Management**

- Personal diagnosis – how stressed are you?
- Personality types and individual stressors
- Continuum of control – when to be proactive and when to let go
- Roots causes and cures of stress
- Mind / Body connection – flight and fight response
- Mindfulness and relaxation techniques
- Self – Care – self-assessment and strategies

#### **Day 3: Basic Time and Task Management skills and techniques**

- Time Perspective Inventory: How we use time
  - How am I using my time? Time logging, Scheduling your work
- The habits of highly effective people
  - Scheduling your work to achieve work life balance
- Time management traps to avoid
  - How our time use affects others, Why do I put things off? Procrastination and time wasting
- How to keep yourself motivated and focused
- Deciding what to keep, what to eliminate, what to delegate

#### **Day 4: Creating Positive Workplace and Relationship Management**

- Emotional intelligence at work
  - Overcoming the problem of ego in the workplace
- Communicating assertively
- Resolving conflicts in the team \* Dealing with difficult people
- Creating a healthy and inspiring work environment
  - Running effective workplace meetings
- Strategies to boost team morale and motivation \* How to create an empowered team
- Supporting staff which are having stress issues
- Creating fair workloads and monitoring staff stress levels

#### **Day 5: Balancing your Work-Life and Managing Stress**

- What is Work-life balance?
- Skills needed to achieve work life balance
  - Prioritization, time management and delegation
- Your life is composed of Major Relative Elements.
  - Never neglect any element for too long
- Stress ; physical and mental components
  - How to handle the effects of stress on your physical body
  - How to handle the effects of stress on your mind and emotions
- How to create “watertight compartments” in your mind
  - How to stop trouble “flooding” from one life-area to the next
  - Regain a sense of “sustainable equilibrium” and balance
- Maintain your poise
- Creating a development plan
- Real wealth equals happiness, fulfillment plus discretionary time

#### **LOCATIONS**

1 - Ostra Hotel & Hall, 1 Ostra Close, Opp. NNPC Gas Plant, Off Otunba Jobi Fele Way, Alausa CBD, Ikeja – Lagos

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri Hotel, 4 Okwuruola Street, Off Stadium Road, Rumuola, Port Harcourt

**Open Course Fee: N180, 000**

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**N180, 000 per participant, VAT –N13, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8145745664, 234-8184727337**

**24/7 Lines: 234-8068933608, 234-8029170491 & 234-8051365946**

#### **Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.