**Training Fiche Template**

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| **Title** | Operational conditions for a good work-life balance | |
| **Keywords (meta tag)** |  | |
| **Provided by** | CIT GmbH | |
| **Language** | English | |
| **Area** | Digital and online communication |  |
| Team and people engagement from home |  |
| Work-life balance | x |
| Self-well being | x |
| “How to boost your team productivity from home?” |  |
| Remote project management |  |
| Agile Management by Objectives |  |
| “Smart” self-efficacy |  |
| Leadership and Motivation in the Smart Working era |  |
| Teleworking: a selection of digital tools to manage your business |  |
| **Objectives / goals / learning outcomes** | | |
| Each person has only a limited amount of time and energy available per day. To create a healthy work-life balance, the resources of time and energy must be used in such a way that both areas are equally supplied. If someone puts most of their time or energy into only one of the areas of life, then the other suffers and growth stagnates.  This training tool helps employers and employees to improve their work-life balance, gives tips and exercises with self-assessment tools and checklists. | | |
| **Description** | | |
| Work-life balance is a broad concept including proper prioritizing between „work“ (career and ambition) on one hand and „life“ (health, pleasure, leisure, family and spiritual development) in the other. Company work-life balance measures aim to enable a balance between professional life and family, social, cultural or private needs.  Self-management and time management, as well as the prioritization of interests, are the responsibility of each individual. However, the individual's ability to plan depends on the ability to plan working time, working time flexibility and other operational framework conditions. | | |
| **Content** | | |
| 1. Introduction   * 1. Definition of work-life balance   2. Advantages and disadvantaged  1. Improving work-life balance   2.1 Employers  2.2 Employees   1. Tips and exercises   3.1 Self-assessment  3.2 Strategies  3.3 Checklist   1. Summary | | |
| **Contents in bullet points** | | |
| * Definition of work-life balance * How to improve work-life balance * Strategies to improve work-life balance | | |
| **5 glossary entries** | | |
| Work-life balance, self-wellbeing, strategies, checklists, employees | | |
| **Bibliography and Further References** | | |
| * <https://factorialhr.de/blog/work-life-balance/> * <https://www.centerdevice.de/work-life-balance/> * <https://www.personio.de/hr-lexikon/work-life-balance/> * <https://www.lernen.net/artikel/work-life-balance-tipps-uebungen-1168/> | | |
| **5 multiple-choice self-assessment questions** | | |
| 1) What is work-life balance?  2) List 2 advantages and 2 disadvantages of the means of work-life balance.  3) How can you improve work-life balance in general? List 2 possibilities.  4) Exercise: Write down your thoughts on the question “How satisfied are you with your work-life balance?”  5) How can you avoid distractions? | | |
| **Related Material** |  | |
| **Related PPT** | 3\_Swiftsme\_Training\_Worklife Balance\_EN | |
| **Reference Link** |  | |
| **Video in YouTube format (if any)** | https://www.youtube.com/watch?v=38smQvEyscQ | |