



Managing Workload, Managing Life

A 1-2 day workshop suitable for employees and managers aimed at building work-life mastery, employee commitment, life and job satisfaction through the application of workload management principles and personalised one-on-one professional coaching.

Day 1:

**The “Workload Paradox” in focus:
Leveraging work-life success through smarter and more efficient work practices.**

Participants will be taken through a process to enable them to:

- ✓ Understand a new vision of whole-life management which paradoxically starts by: i) becoming more productive and efficient at work (Day 1) and culminates in the development of highly personalised work-life action plans (Day 2).
- ✓ Clearly document the workload associated with both processes and projects for which they are responsible.
- ✓ Highlight workload issues by calculating total effort required to undertake the work.
- ✓ Apply practical methods to assist weight importance of work relative to business priorities.
- ✓ Examine work practices to assist their effectiveness and efficiency.
- ✓ Identify at least 3 current work project improvements to inform the development of an “Action Learning Continuous Improvement Project” which will serve to produce lasting workload solutions for the individual and the organisation. The “Project” will provide a real opportunity for line managers to act as “Internal Coaches and Mentors” for course participants.

Day 2:

**Managing conflicts: Workload→Life-load, Life-load→Workload
Transferring workload theories into personalised Work-life behaviours**

Participants will be taken through a process to enable them to:

- ✓ Understand why work-life balance is an “IDEAL but seldom a REALITY”.
- ✓ Move from 'ideal', perfect, unrealistic self-perceptions toward self-acceptance and patience.
- ✓ Manage inertia ('our resistance to change') by aiming for 1% strategic work/life improvements.
- ✓ Develop an insight into the 4 key elements of work-life mastery: 'achievement', 'relationships', 'comfort' and 'health' and examine the sources of work→ life conflict and life→ work conflict.
- ✓ Complete self-assessments of life performance and apply a self-coaching strategy to manage difficult life projects.
- ✓ Address specific questions and goals in a confidential, 1/2 hour, one-to-one professional coaching session with an experienced Psychologist. The coaching session is aimed at assisting participants in refining specific personal change plans to address work and non-work projects, people and self-management behaviours. An objective of the coaching session is to further refine a potential work based Action Learning Continuous improvement project capable of achieving lasting workload and work life solutions for the participants and their