



# Corporate Coach Group

Training that transforms



## Training Plan

### Work-life Balance and Stress Management Training

## A Training Plan for Your Organisation

### What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

### Work-life Balance and Stress Management Course Summary

Everyone needs a sustainable work-life balance. Many people feel they are not achieving this, because they have too many competing demands on their time. This leaves them feeling over-worked, tired and stressed.

Achieving a good work-life balance will improve both your well-being and your level of success. On this course, delegates will learn how to prioritise and delegate tasks, and discover valuable stress management techniques.

Fulfil your personal and professional goals, whilst enjoying harmony and happiness.

### Learning Outcomes for the Work-life Balance and Stress Management Course

- Learn what work-life balance is and how to achieve it
- Create a sustainable equilibrium between the various elements of your life
- Learn the four major skills that allow you to achieve work-life balance
- Discover your hierarchy of values; the relative importance of things
- Prioritisation, time management and delegation
- Stress management techniques. Recuperation and energy
- Mental stress management techniques. Peace of mind

### Customer Review

“ Although I was cynical prior to the course, I found the course very rewarding and informative. An interesting two days, of great value. The trainer’s presentation was exceptionally good.

*Tony Morris  
British International Helicopter Services Limited*

## Work-life Balance and Stress Management Training Course Overview

This course follows a definite plan.

On this course, we start by defining the principle of work-life balance: Work-life balance is the successful harmonisation of all the competing demands and obligations that are placed on a person's limited time and energy.

What are the elements that make up the whole? We ask you to analyse your life; break it down into its component parts and to assign a relative value to each part. The object is for you to decide and understand what is most important to you, and what is less so. Once you know your priorities, we will show you how to translate the priorities into a plan.

Life is about balancing competing demands into the correct order. The correct order means two things, order of value, and logical order. We show how, on any given day, people can decide how to best spend their time.

Then the course moves to answer the question of how to handle stress. We investigate stress from two perspectives, physical and mental. We give strategies to ensure people improve their mental, emotional and physical well-being.

Work-life balance is an art that must be re-affirmed and practised every day. We know that life is always changing and so, whatever is true today, will be different tomorrow. Therefore, your specific answers for how you should spend your time will keep changing, depending on the changing seasons of life.

Finally, we ask delegates to be more specific, and to write a plan of how they will implement the content of this course, in order to make their lives better, more productive, healthier and happier.

### Customer Review

“ I found the Wrong Box / Right Box tool and the delegation part of the course really interesting. It's given me a great base for my new managers role. Chris (the trainer) is amazing. He is really enthusiastic and engaging and I have enjoyed his training. Thanks Chris !!

*Rebecca Hunt  
Diagnostic Healthcare Ltd*



## Work-life Balance and Stress Management Training Course Details

### Morning Session

#### What is meant by Work-life balance?

Definition of work life balance:

Work-life balance is the degree to which you feel your life is in a state of *sustainable equilibrium*; in terms of balancing the competing demands on your time and energy.

#### Your life is composed of various elements

Work, health, family, friends, recuperation, further education, hobbies etc.

Work	Partner	Kids	Family
Friends	Hobbies	Health	Sleep
Recuperation	Study Education	Religion	Gym

#### Each element is valuable to you, and each takes time

You cannot do them all simultaneously.

So, the question is, *“How can you balance the competing demands that life makes upon you and maintain a high degree of health, happiness and productivity?”*

How should you best analyse your life into its main component parts?

#### The four major skills needed to achieve work life balance

Work life balance training has four major themes.

1. Time management and prioritisation.
2. Equilibrium: Balance and harmony between the competing demands of family and work life.
3. Health vitality and recuperation - Physical stress management.
4. Emotional management - Psychological stress management.

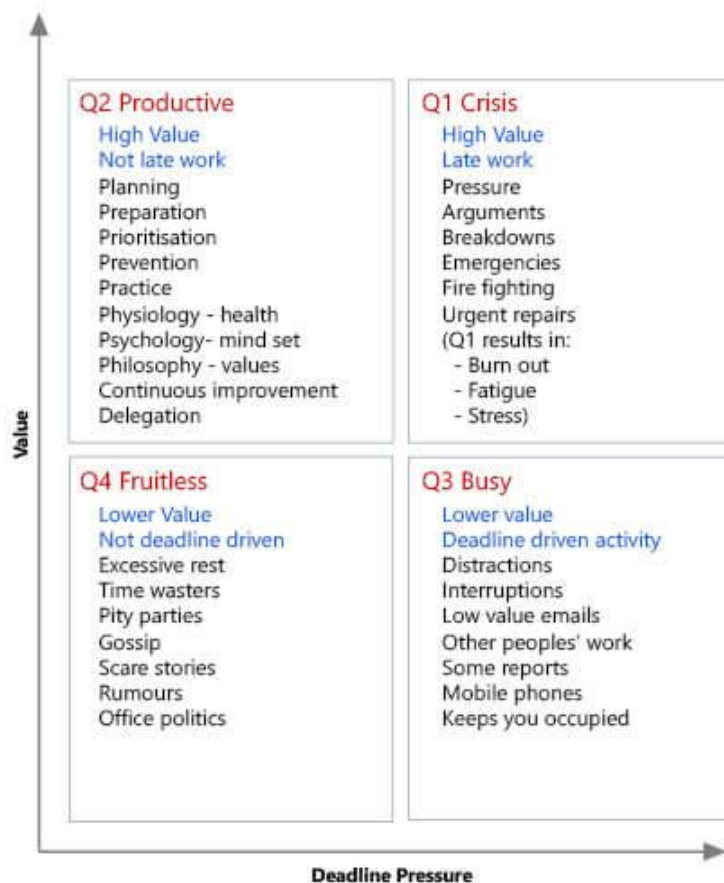


## Prioritisation, time management

Time management is the art of doing the most valuable things, in the most efficient order.  
Time managers do not necessarily do the easiest things first.  
Time managers do the most *valuable* thing first.

### What is the most valuable use of your time, right now?

What is the most valuable use of your time, right now?  
Do you ever have: Busy but non-productive days?



### Three-time wasters: SOS

Handling the three-time wasters:

1. Self. Your own bad habits steal your time.
2. Other people who steal your time.
3. Systems. Inefficient systems.

### Prioritisation - Impose order

Identify and manage your priorities.

Answer the question: What is the most valuable use of my time right now?

### Balance and harmony between the competing demands of family and work

Discover your “hierarchy of values”

There are many things about your life that you value. But you do not value everything equally. So, it is important that you figure out your “*hierarchy of values*”.

A hierarchy of values indicates, not only what your values ARE, but also their importance relative to each other.

How do you value each set against each other, in order of importance?

**For example:** Everyone values money, and everyone value their health. But which do you value the most? Money or health?

Is it possible that some people sacrifice their health in an attempt to earn more money?  
Yes.

**Second example:** Everyone values their leisure time; and most people value further education: But is it possible that some people spend too much time watching movies and not enough time on their further education?  
Yes.

### Your life is composed of Major Elements

The point here is that you don’t have time to do everything on the same day. So, you need to decide how you should spend your time, today.

How you spend your time is a reflection of what you think you should do.

To do that, you need to know how the various categories rank in importance in your hierarchy of values.

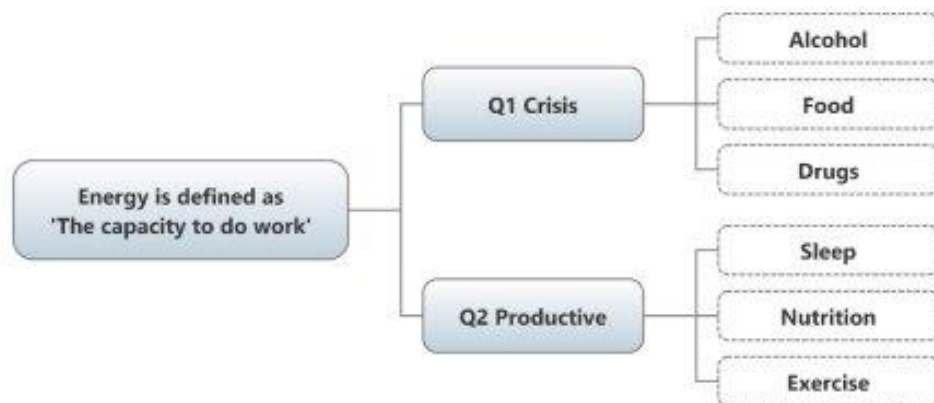
Exercises to uncover the elements of your life and to put them in order.



## Afternoon Session

Stress has both physical and mental components

Physical stress - How to have more energy



Energy is defined by science as “the capacity to do work”.  
You need sufficient energy.

Do you always have sufficient energy, or do you sometimes run out of enthusiasm?

To a degree, your energy levels are a function of your personal habits

When you want to change how you feel, you can do that by adopting one of two fundamental approaches:

How to handle the effects of stress on your mind and emotions

Remember this phrase: *You feel whatever you think about.*

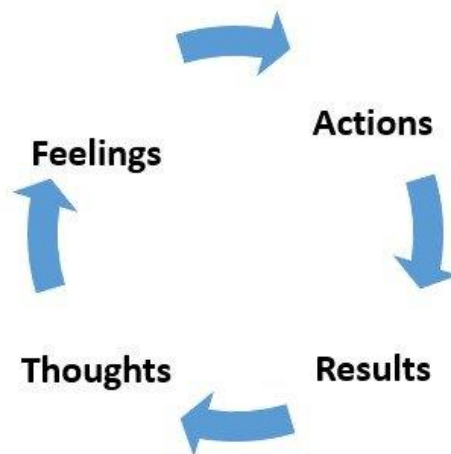




How to manage your emotions.

We start with you taking control over your own thoughts, mental images and words.

Remember: You don't feel reality as it is: you feel what you think it is.



How to create watertight compartments in your mind

Compartmentalise your life. Your life needs to be divided into watertight compartments. If one of them gets flooded with bad news, then that compartment needs to be isolated from the rest of the ship. Do not let the fact that one compartment of your life which is flooded with bad news, be the reason to allow your troubles to flood into another compartment.

Keep your life compartments mentally and emotionally isolated.

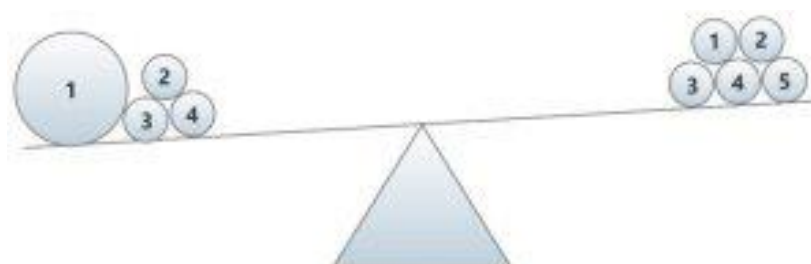
Use the non-damaged compartments to be a refuge from the troubling stress.

How to stop trouble flooding from one life-area to the next

Notes and exercises

Regain a sense of "sustainable equilibrium" and balance

Life is about gaining a sense of sustainable equilibrium, between the various elements that compose your life.







## Maintain your poise

A positive mental attitude relies on your ability to control and direct your mind and your conversation:

1. Consistently.
2. For extended periods.
3. Irrespective of what others are doing.
4. Irrespective of what others are saying to you.

Consider this suggestion and ponder the implications:

*"You are what you are,  
You do what you do,  
And you feel the way you feel,  
primarily because of the habitual thoughts  
that you allow to dominate your mind."*

The only thing over which you have complete and unchallengeable control is: Your own mind.

Your most important aim must be to take control of your mind and direct all your mental powers towards successful outcomes

## Summary, action planning and close

Summary, action planning and close

## Customer Review

“ Training course was excellent. The content was specific and very applicable to my workplace. The trainer's presentation was excellent with good use of examples from all aspect of life, not just the working environment. Very engaging and not at all like some other training courses which lose interest.

*Ian Eaton  
Braemar Estates*

## Training Costs / Investment

### Bespoke In-House or Live-Online Course

£2,250 + VAT per training day, (8 – 16 delegates)

Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)

*International Price Varies*

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

### All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

### We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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## Customer Reviews

- “ Course content was fantastic! So much valuable and usable information. Best course I've been on in five years. Will revisit monthly until it sticks and is applied. Trainer's presentation: Delivered with energy and belief. Was inspiring. Trained in a way to aid remembering key point eg models. Liked the idea of summary page of key points at the back of book.

*Matt Kingswood  
ASDA*

- “ The course content was very detailed, informative and useful for everyday life and working life. Practical solutions to problems, how to organise and use time wisely and also role play for conflict management. This course doesn't just inform you on why you should do these things to be a better manager but also how which is so important. I really liked that it was all based on a positive mind set, encouragement and 'How to get the best from yourselves and others'. I think everyone regardless of their role could learn something from this course.

*Daniella Steenbergen  
The Salon at Maxy Farm*

- “ The course was excellent. Interesting, thought provoking, very useable. I have already put different aspects of the course into practice. The trainer's presentation was excellent. Thoroughly enjoyed each session and would like to come back for a refresher course. Very motivating and a very inspiring person.

*K Hogarty-Hingsto  
Hartpury College*

- “ This investigation course was very informative. It has given me more tools to conduct an investigation. The presentation was well planned and completed at the right pace and timing.

*Jacqueline Makwangwala  
Quantum Care*