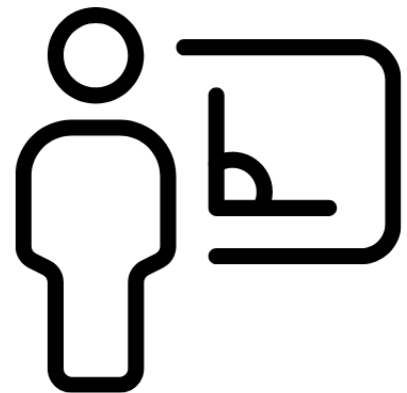


# Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*Happiness is not a matter of intensity but of Balance and Order and Rhythm and Harmony.*

*Thomas Merton*

## Module Two: Benefits of a Healthy Balance



Understanding the benefits of a healthy balanced life will motivate anyone to make necessary changes. Balance will improve the lives of individual employees as well as the company culture. Learning the basics of work-life balance will also increase employee productivity, health, and morale.

### Why It's Important

A healthy balance between work and home should be a priority for everyone. Implementing proper work-life balance offers many important benefits. There are, however, many hazards linked with an unbalanced work and home life.



#### Risks

- **Poor health:** Working long hours without taking time to relax will take its toll on health.
- **Unresolved conflict:** A lack of balance can create conflicts at work and at home.
- **Poor performance:** Taking on too much responsibility will lead to exhaustion and cause performance to suffer.
- **Financial loss:** The impact on health and productivity takes a financial toll on individual employees and organizations.

#### Benefits

- **Fulfillment:** People who successfully implement work life balance improve their sense of fulfillment at work and at home.

- **Health:** A healthy work life balance decreases the risk of heart disease and other health problems.
- **Greater productivity:** Being relaxed and well rested increases productivity and improves work performance.
- **Stronger relationships:** Personal and professional relationships are strengthened and conflicts are avoided when there is work life balance.

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Introduce why work life balance is important.
<b>Topic Summary</b>	Why It's Important  Weigh the risks of not implementing work-life balance against its benefits.
<b>Materials Required</b>	Flipchart/ Marker
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Go around the room and ask participants to think of specific examples for each risk and benefit listed in the module. They do not need to be personal stories. List a few of these examples on the flipchart.
<b>Stories to Share</b>	Share a personal story about how you have benefited from work-life balance.
<b>Delivery Tips</b>	You may want to provide the first example to give participants an idea about the exercise.
<b>Review Questions</b>	What increases fulfillment?

## Increased Productivity



While it may seem counterintuitive, work-life balance can actually increase productivity. While it is true that overtime will initially increase production, the surge only lasts a few weeks before taking a destructive toll on productivity. In fact, working long hours for an extended time period will lead to exhaustion and unhealthy habits that decrease productivity.

Shorter work hours will actually increase productivity in the long-term. Additionally, studies show that people who take short, frequent breaks are more productive than people who only take a single break or work all day. Most people recommend taking a few minutes each hour to regroup.

### Ways to increase productivity:

- **Take healthy breaks:** You should take time to refresh yourself. Try stretching, walking, or meditating throughout the day. This will also improve your health and overall wellbeing.
- **Take enjoyable breaks:** A study by Don J.Q. Chen and Vivien K.G Lim of the National University of Singapore discovered that taking a few moments to surf the internet and mentally change gears actually increases productivity. This fun activity increases productivity by nine percent.
- **Take time off:** Working to the point of burnout is not productive or healthy. Do not lose vacation days, even if you have to spread them out. Studies show that people who take their vacations are much more productive than those who do not.

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Explain how work-life balance increases productivity.
<b>Topic Summary</b>	Increased Productivity This exercise examines the importance of breaks and productivity.
<b>Materials Required</b>	<a href="#">Worksheet 1- Breaks</a>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet individually, and break into small groups. Discuss the topic with others in your small group. Review as a class.
<b>Stories to Share</b>	Tell a personal story about how you benefited from taking breaks or taking time off.
<b>Delivery Tips</b>	If you feel that you are short on time, skip the small group discussion.
<b>Review Questions</b>	What does working overtime actually do?

## Improved Mental and Physical Health

It is common knowledge that stress is directly linked to different diseases. Numerous surveys have discovered that work is a leading cause of stress related illness and injury, such as stroke, heart disease, and mental breakdowns. A balanced life will improve both physical and mental health.

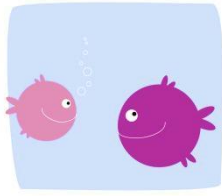


### How to Improve Health

- **Awareness:** A balanced lifestyle increases personal awareness, allow individuals to identify potential health problems early.
- **Lifestyle:** A balanced lifestyle automatically improves health. It encourages healthy choices and helps develop the body and the mind.

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Explain the effect of balance on mental and physical health.
<b>Topic Summary</b>	Improved Mental and Physical Health  This exercise allows students to understand the connection between health and balance.
<b>Materials Required</b>	<a href="#">Worksheet 2-Health</a>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet individually, and break into small groups. Review as a class.
<b>Stories to Share</b>	Share a cautionary tale about the health risks associated with an unbalanced lifestyle.
<b>Delivery Tips</b>	If you feel that you are short on time, skip the small group discussion.
<b>Review Questions</b>	How does the awareness of work life balance affect health?

## Increased Morale



Work life balance is an effective tool to increase morale and improve company culture. Employees seek out companies that support healthy work life balance. The only factor more important than balance to job seekers is compensation. According to several surveys, work-life balance improves happiness and overall job satisfaction. Additionally, employees are more invested in companies that support their work-life balance. Work- life balance typically translates to employees who work harder and are more productive.

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Reinforce the connection between balance and morale.
<b>Topic Summary</b>	Increased Morale  The discussion will highlight the connection between work-life balance and morale.
<b>Materials Required</b>	Flip chart/ Marker
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Ask the class to consider companies they have worked for, or observed, that had the worst employee morale. Ask them to identify common characteristics, such as long hours, and list these on the flip chart. If the students hesitate to share, open the topic yourself.
<b>Stories to Share</b>	Share a story about how work life balance affects your morale.
<b>Delivery Tips</b>	You can break the class up into small groups to discuss the topic. Make sure that someone takes notes for each group.
<b>Review Questions</b>	What do employees seek out in a job?

## Practical Illustration



Bob was the CEO of a small but growing organization. He worked long hours, but never seemed to accomplish anything. To make matters worse he felt like a failure because neither his work nor personal life was meeting his expectations. He reacted by sleeping less and taking time away from his hobbies, but this did not solve anything. Stressed out and exhausted, Bob had a heart attack at work. His doctor told him to take more time for himself, but Bob said he did not have the time.

## Module Two: Review Questions

1.) What is not a risk of not implementing work-life management?

- a) Financial loss
- b) Poor health
- c) Unresolved conflict
- d) Productivity

Productivity increases with work-life balance. The other answers are risks.

2.) What is not a benefit of work-life balance?

- a) Increased productivity
- b) Better health
- c) Conflicts
- d) Stronger relationships

Conflict is not caused by work-life balance; it is reduced. The other answers are benefits.

3.) What can internet breaks accomplish?

- a) Decrease productivity 9 percent
- b) Increase productivity 9 percent
- c) Increase productivity 19 percent
- d) Increase productivity 6 percent

Breaks online actually increase productivity. They have been shown to increase productivity by 9 percent.

4.) How often should you take a mini break?

- a) Every hour
- b) Every day
- c) Twice a day
- d) Every three hours

Mini breaks are recommended every hour. They are only a few minutes long and help people regroup and recharge.

5.) \_\_\_\_\_ increases the risk of injury or illness.

- a) Balance
- b) Work
- c) Stress
- d) Mental breakdown

Stress increases the risk of injury and illness. Work is a main cause of stress.



6.) Work-life balance encourages a(n) \_\_\_\_\_

- a) Indulgence
- b) **Healthy lifestyle**
- c) Unhealthy lifestyle
- d) Dangerous behavior

**Work life balance encourages a healthy lifestyle. This improves mental and physical health.**

7.) What is the one factor that ranks higher than work life balance for employees?

- a) **Compensation**
- b) Benefits
- c) Location
- d) Company values

**Employees value work-life balance. Only compensation is ranked higher.**

8.) Work-life balance will improve morale and \_\_\_\_\_.

- a) Turnover
- b) Absenteeism
- c) Profits
- d) **Company culture**

**Work-life balance can improve company culture. The changes in culture, however, may also improve the other answer choices.**

9.) Taking on too much/many \_\_\_\_\_ will lead to exhaustion and cause performance to suffer.

- a) **Responsibility**
- b) Inspections
- c) Sleep
- d) Unimportant tasks

**Poor performance:** Taking on too much responsibility will lead to exhaustion and cause performance to suffer.

10.) What is one option for a healthy break from work?

- a) Walk
- b) Stretching
- c) Meditation
- d) **All of the above**

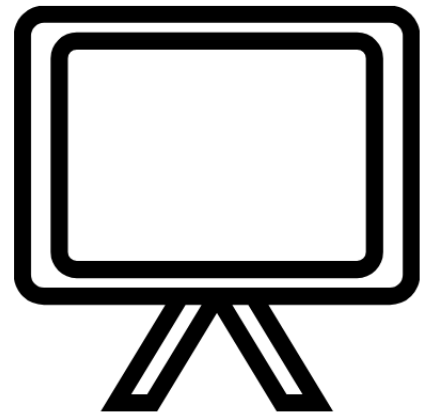
**Take healthy breaks:** You should take time to refresh yourself. Try stretching, walking, or meditating throughout the day. This will also improve your health and overall wellbeing.

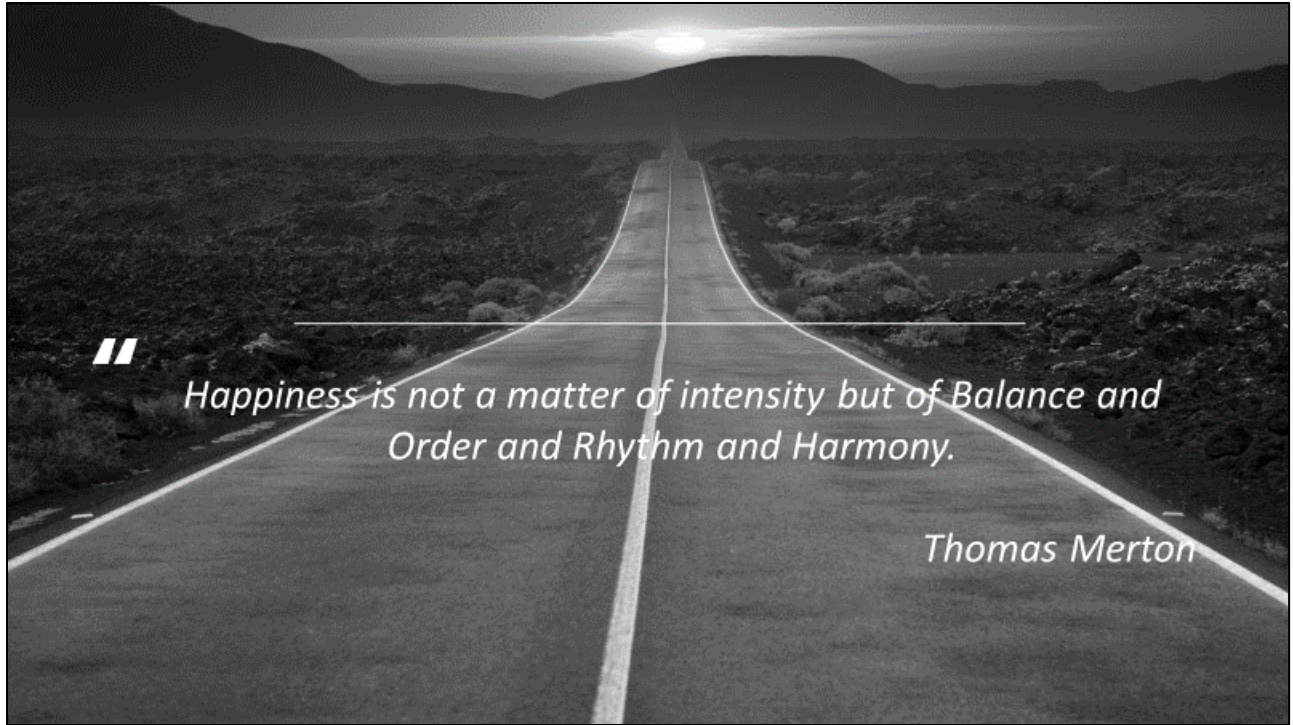
# PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





## MODULE TWO

# Benefits of a Healthy Balance

Learning the basics of work-life balance will also increase employee productivity, health, and morale.



## Why It's Important

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Fulfillment

Health

Greater  
productivity

Stronger  
relationships

## Increased Productivity

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- Take healthy breaks
- Take enjoyable breaks
- Take time off





## Improved Mental and Physical Health

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- **Awareness:** A balanced lifestyle increases personal awareness, allow individuals to identify potential health problems early.
- **Lifestyle:** A balanced lifestyle automatically improves health. It encourages healthy choices and helps develop the body and the mind.

## Increased Morale

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Work life balance is an effective tool to increase morale and improve company culture.



## Practical Illustration



- Why It's Important
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale

## Module Two: Review Questions

1. What is not a risk of not implementing work-life management?

A. Financial loss

B. Poor health

C. Unresolved conflict

D. Productivity

# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.





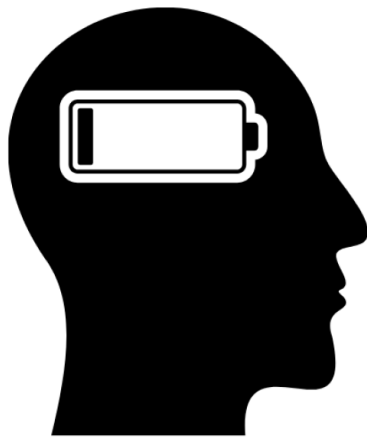
# Work-Life Balance Quick Reference Sheet



## Burnout

Most people know that overworked employees eventually burnout. Burnout is the physical and psychological response to long-term stress.

- **Loss of interest:** Burned-out employees cannot make themselves care about their work, which is the source of their stress.
- **Lack of emotion:** Emotional responses are abnormal when someone is burned-out.
- **Loss of motivation:** Former motivators no longer are effective.
- **Possible depression:** Burnout is closely linked to depression.



## Stress

Work is the main source of stress for most Americans. Stress' connection to obesity for workers in sedentary jobs is more significant than diet, according to research published in the *Journal of Occupational and Environmental Medicine*. The effects stress on heart health can be deadly.

### Signs of Stress:

- **Overemotional:** People under stress can find it difficult to control their emotions.
- **Lethargy:** The physiological impact of stress can cause lethargy.
- **Restlessness:** Stress can make it difficult to focus, causing hyperactivity and restlessness.
- **Anxiety:** Prolonged stress can cause anxiety disorders.





## Ask Employees for Suggestions

Employees have some of the best ideas on how to improve their jobs and the company as a whole. These ideas, however, are not always communicated. Many employees do not feel that people in management care and most managers do not have the time to sit down with each employee. The best way to hear about new, innovative ideas is to create an employee suggestion program.

- **Make it simple:** Create a simple process for giving suggestions; complicated rules do not encourage creativity.
- **Respond:** Let employees know that you have their suggestions and will consider them.
- **Thank:** Thank each employee who gives a suggestion, even if they are suggestions, you do not use.
- **Reward:** Employees who come up with useful suggestions need to be rewarded.



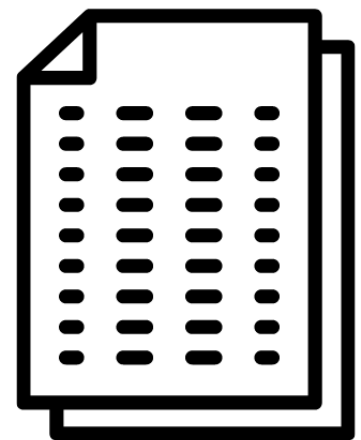
# Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



## Sample Worksheet 1

# *Breaks*

Think about your work breaks and time off. List your current habits below, and think of ways you can improve your productivity by taking more frequent and effective breaks.

### **Current habits:**

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### **Changes I can make:**

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## Sample Worksheet 2

# *Health*

Think about the effect of stress on your health. List habits that you know do not encourage balance below. Then, think of ways you can change.

### **Current habits:**

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### **Changes I can make:**

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## **Icebreaker: Thinking Outside the Box**

### **PURPOSE**

Since creating a successful work-life balance may take some creativity, this ice breaker will introduce participants to each other and challenge them to be creative!

### **MATERIALS REQUIRED**

1. Name tag for each person
2. Markers
3. Index cards
4. A cardboard box large enough to hold the remaining items
5. A small skillet
6. A jump rope or short length of plain rope
7. An envelope
8. A sheet of newspaper
9. A rubber band
10. A coffee stirrer
11. A nail
12. A chenille stick (pipe cleaner)

You can substitute the items in the box to suit your requirements. The purpose is to take everyday items and to have the participants think of the selected items in new ways.

### **PREPARATION**

Have each participant fill out a name tag.

### **TIME REQUIRED**

20 minutes

### **ACTIVITY**

Have everyone introduce themselves by stating their names and one statement about themselves, such as their current positions (do they work from home, job share, etc.?), or what most interests them about creative problem solving.

Divide the participants into small groups of four to six people. Each group should get 1-2 items from the box (or the box itself). The challenge is to think of at least five creative ways to use each object, BESIDES the conventional purpose the item usually serves. Tell the teams the rule is no censoring – all ideas are encouraged – the zanier, the better! Have the teams write down their suggestions on index cards. Encourage the teams to come up with the most creative suggestions they can. If time permits, have each team trade objects and repeat the activity.

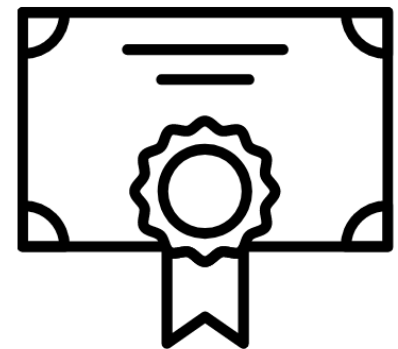
For example, the sheet of newspaper could be folded to become a hat or a boat; it could be shredded and used as packing material; it could even be used as substitute toilet paper in a pinch! Encourage the teams to stretch their imaginations.

At the end, have each team share its ideas with the whole group.

# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course  
Work-Life Balance*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_