

Managing Work and Life for Effectiveness

Overview

The biggest challenge for today's executives is to lead a balanced life. Both personal and professional aspects make exacting demands on them, causing losses in health, equanimity and relationships. This workshop helps participants refocus and balance their lives according to their most important priorities.

Objective

- What is Work-Life Balance
- Awareness of own level of work-life balance
- Emotions and health
- Stress management
- Priorities and time management
- Setting personal goals

Commercials

- ₹ 15000/- per person per day plus GST (including accommodation, food, classroom and other facilities available on campus, and faculty support charges)
- 10 % discount to organisations nominating more than 10 persons



Duration: 2 days

Who should attend -

Senior and middle level executives

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Day	LEARNING FOCUS
Day 1	<p>Defreezing</p> <ul style="list-style-type: none">• Making participants comfortable with the group so that meaningful interaction takes place during the programme <p>Introduction to Work Life Balance</p> <ul style="list-style-type: none">• The different aspects of life, their fine interdependence and balance• Understanding of self in terms of work life balance <p>Time Management</p> <ul style="list-style-type: none">• Appreciation of most important priorities for self• Difference between urgent and important• Ways to focus on important things <p>Effective Delegation</p> <ul style="list-style-type: none">• Understanding own level of delegation• Delegation with trust• Liberating self and others through true delegation
Day 2	<p>Emotional Intelligence</p> <ul style="list-style-type: none">• The significance of EI for leaders• The relationship of EI with health <p>Assertiveness and Self-Esteem</p> <ul style="list-style-type: none">• Concern and respect for self as well as others• The skill of saying "No" when it is necessary <p>Stress Management</p> <ul style="list-style-type: none">• The concept of demand and supply in stress• The relationship of stress with performance• How to balance in order to get optimum result <p>Setting Personal Goals</p> <ul style="list-style-type: none">• Goal setting for self for better WLB <p>Action planning and valediction</p>

Methodology

Designed on advanced learning principles, the programme accesses the participants' higher order thinking skills of application, evaluation and creation. It involves participants at a deeper level through the use of various methodologies like case studies, group discussions, psychometric instruments, experiential learning activities and videos.

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