

Wellbeing & Work Life Balance

1 Day Course

Being productive can help boost work life balance and wellbeing as it can reduce stress and anxiety. Balance is particularly important in today's ever changing work environments as many people juggle busy workloads.

At beproductive.ie our mission is to help people work smart with less stress and more balance.

In this training session we provide simple, practical tips on how to be productive with a focus on managing stress and overall work life balance.

Topics

Here is a list of standard topics covered on the course. If required, this content can be customised to ensure that the training fits your team culture and values.

1. How to Achieve Balance in your Life
2. How to Take Control and Manage your Time
3. How to Prioritise your Work
4. Creating the best Plan to Get Things Done
5. How to deal with Unplanned Requests
6. Techniques to Stay Focused and Manage Distractions
7. Techniques to Managing Stress

Format & Duration

This is a 1-day training course that can be delivered online or in-house. If delivery is online, the course can be split into shorter modules, to suit your schedule. A shorter 0.5-day version of this course is also available.

The interactive format includes:

- Introductions and requirements
- Presentation of Wellbeing and Work Life Balance Tips and Strategies
- Group exercises, discussions and questions
- Individual planning exercise to capture key takeaways and set actions

To optimise the training, participants are invited to complete a short form before the course to think about their wellbeing balance.

Following the course, they can send any outstanding questions to Moira by email for 30 days.

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Presenter

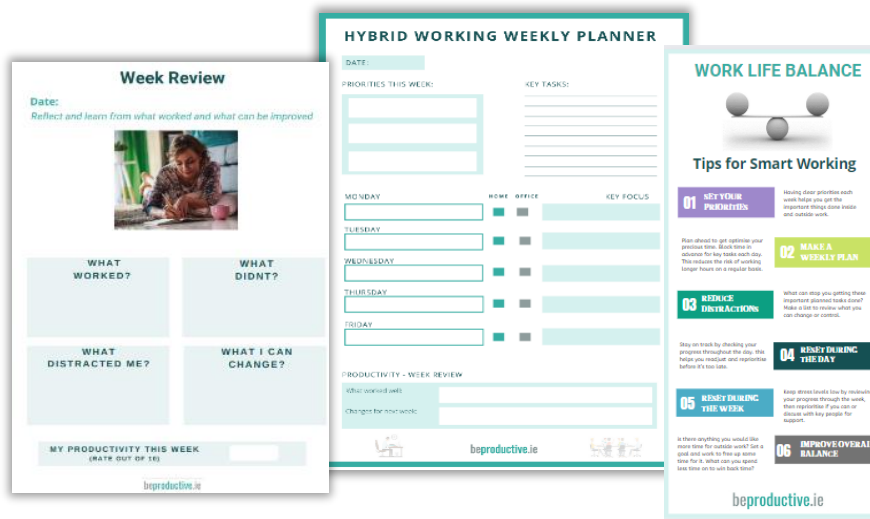
This course is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about Moira's 30-year corporate career here. Here is a link to her bio: <https://beproductive.ie/about/>



Productivity & Wellbeing Resources

We provide a range of resources to help participants implement their learning within their roles. This includes Productivity and Wellbeing templates, blogs and tips cards.



Employee Wellbeing Programme

We also provide a Company Wellbeing Programme that contains a series of Motivational Talks (3 or 6 Talks – 60 minutes each).

This provides an opportunity to engage employees, help them boost their wellbeing while allowing leaders and managers identify how they can enable productivity and wellbeing within their teams.

You can read more about this programme [here](#).

Training Fee

The fee for a 1-Day Course is:

- €1500 in-person
- €1300 online
- Option to record the online session = €100

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- ❖ *This fee includes a Reference Guide, Resources & access to Moira post training.*
- ❖ *No VAT applicable*
- ❖ *Repeat booking receive a 10% discount*
- ❖ *Training delivered outside Dublin will incur travelling expenses*

Booking

To make a booking you can contact Moira by email moiradunne@beproductive.ie

An online meeting can also be arranged to discuss your programme further.