



PROGRAMME COACHES

Before delivering Work-Life Balance, our Coaches are required to undertake specialist training, alongside the high quality Coach training they received from Coaching and Mentoring International.

The Coach training provided by CMI is externally accredited, and membership is subject to a programme of Continuous Professional Development and adherence to a Code of Conduct.

Every effort will be made to match the Coach designated to you or your organisation with the sector or working environment in which you operate. We have a large pool of Coaches, each with a wide variety of knowledge and experience in their field of expertise.



FIND OUT MORE

For more information on Work-Life Balance log on to:

[www.cmiexcel.com/
balance](http://www.cmiexcel.com/balance)

Call us on:

0800 694 0891

Email us at:

balance@cmiexcel.com

Write to us at:

Work-Life Balance Information
Coaching and Mentoring International
The Science Park
Stafford Road
Wolverhampton
WV10 9RU



WORK-LIFE BALANCE

IMPROVING THE QUALITY OF PERSONAL AND PROFESSIONAL LIVES



What could you do to improve absenteeism, stress levels and motivation of your staff?

STRESS costs society around **£3.7 billion** per year (HSE)

12.5 million... days of stress related absenteeism are taken every year (HSE)

ABOUT WORK LIFE BALANCE

The Work-Life Balance Programme aims to help employers and employees address issues that arise from Work Life Balance, and improve personal and professional effectiveness.

We are all aware of the impact that stress, absenteeism and under-performance can have on an organisation, and that often these issues are the result of conflicting demands on our time. Adopting a positive approach to Work-Life Balance can make a huge difference to these issues.

There are two issues to consider:

1. What the organisation can do for the individual
2. What the individual can do for themselves

THE WORK-LIFE BALANCE COACHING PROGRAMME

The programme gives employees the opportunity to explore Work-Life Balance in the context of their job roles, giving them the responsibility to manage and maintain their own Work-Life Balance.

HOW IS THIS ACHIEVED?

The programme facilitates organisations and individuals in realising their need for a healthy work life balance, and helps identify the processes and positive steps needed to attain it. These are summarised by:

- B**uilding an understanding of the issues involved
- A**ccepting responsibility for Work-Life Balance
- L**ife and work goals - connecting the two
- A**djusting your schedule
- N**eeding to be flexible
- C**ommunicating your needs and requirements
- E**mployer and employee options

If your organisation can realise the need for healthy work life balance, we can help you identify the positive steps needed to achieve it.

How can you manage your own work and life situations more efficiently?



All workshops and coaching sessions can be **tailored** to meet organisational and individual **needs**

THE BUSINESS CASE - BENEFITS

Work-Life Balance represents a win-win scenario in business for the employer, employees and customers alike.

EMPLOYER BENEFITS include:

- enhanced performance
- a happier workforce
- increased retention of staff
- higher levels of staff motivation
- improved employee commitment
- positive effects on productivity, recruitment and absenteeism
- demonstrates Corporate Social Responsibility

EMPLOYEE BENEFITS include:

- increased job satisfaction
- better work and life relationships
- improved health
- higher self-esteem, confidence, commitment and levels of concentration
- greater control of their working lives, responsibility and sense of ownership

CUSTOMER/CLIENT BENEFITS include:

- better service
- positive regard for the company
- perception of investment in people
- more confidence in the relationship

PROGRAMME DELIVERY OPTIONS

- 1) **One Day Work-Life Balance Workshop**
Aimed at all employees and includes:
 - Raising awareness of need for good balance
 - What good work life balance is
 - Impact of work life balance on individuals and organisations
 - Identifying personal motivators
- 2) **Half Day Work-Life Balance Workshop**
Aimed at Senior Managers/Directors and covers:
 - Raising awareness and understanding of the business case for work life balance
 - The impact of stress in the workplace
 - The legal implications of stress management and prevention
 - Looking at personal work life balance and personal motivators
 - Identifying proactive and positive ways forward
- 3) **12 Session 1:1 Coaching Programme**
The sessions can take place in the workplace, or via the telephone. A typical programme of one-to-one Coaching would involve twelve sessions over a three month period.