

Teaching / training assignments: Life skills - Balance between parenting and career under project **2023-1-BG01-KA121-ADU-000115419**, Erasmus +

Leader: Association of Psychologists in Bulgaria

Participating organization: APB /Kocatürk Danismanlık Özel Egitim Hizmetleri Turizm ve Proje Hizmetleri Ticaret Sanayi Limited Sirketi

DATES: 29.03.2024 – 07.04.2024

Day 1

Teaching / training assignments: Life skills - Balance between parenting and career



Topic: Life Skills: Competencies for Success and Time Management

Objective

To develop effective time management skills that optimize productivity and balance various life responsibilities.

Participants will be equipped with the knowledge and skills necessary to navigate the complexities of balancing work and personal life effectively. Through proactive strategies and mindful practices, individuals can cultivate a sense of harmony that promotes fulfillment, resilience, and success in both professional and personal spheres.

The Significance of Life Skills Training

Achieving Balance Between Parenting and Career Life skills training plays a pivotal role in helping individuals navigate the complexities of juggling parenting responsibilities with a successful career.



Effective Time Management

Stress Management

Communication Skills

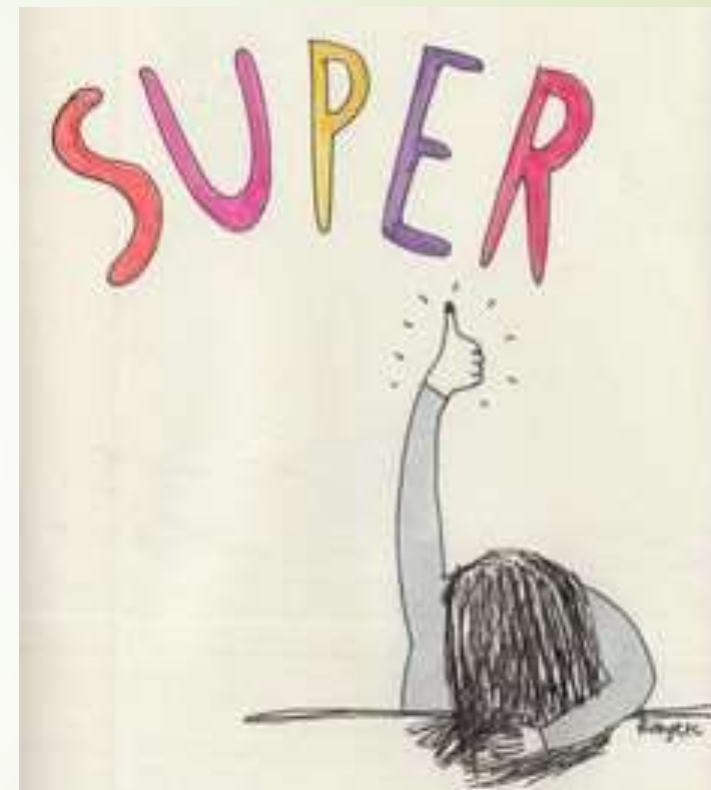
Decision-Making and Problem-Solving

Self-Care



Communication Skills

Effective communication lies at the heart of every successful interaction. Life skills training hones communication abilities, including active listening, assertiveness, and non-verbal communication. By mastering these skills, individuals can express themselves clearly, build stronger relationships, and resolve conflicts constructively.



Skills for a Problem-Solving

Life skills training fosters critical thinking and problem-solving skills, enabling individuals to approach problems methodically, analyze situations objectively, and develop creative solutions. These skills are invaluable in both personal and professional contexts, empowering individuals to overcome hurdles and achieve their goals.



Decision-Making

Building frameworks for effective decision-making, emphasizing factors such as gathering information, weighing options, considering consequences, and trusting intuition. By making informed decisions, individuals can navigate life's complexities with confidence and clarity.



Emotional Intelligence

Emotional intelligence is the ability to recognize, understand, and manage one's own emotions, as well as those of others. Life skills training cultivates emotional intelligence by fostering self-awareness, empathy, and resilience. Individuals learn to regulate their emotions, communicate effectively, and navigate interpersonal dynamics with sensitivity and compassion.



Stress Management and Self-Care

Strategies for managing stress and prioritizing self-care. Techniques such as mindfulness, relaxation exercises, and time management help individuals maintain balance, prevent burnout, and foster overall well-being.



Adaptability and Resilience

Life skills training nurtures adaptability and resilience by instilling a growth mindset, fostering flexibility, and encouraging perseverance in the face of adversity. Individuals learn to embrace challenges as opportunities for growth and develop the resilience to bounce back from setbacks stronger than before.



Understanding Work-Life Balance: Strategies for Achieving Harmony in between Work-Life

This training aims to provide a comprehensive understanding of work-life balance, exploring its definition, importance, challenges, and strategies for achieving balance in personal and professional life.



- Overview of the concept of work-life balance
- Importance of achieving balance in modern society



Definition Work-Life Balance

Work-life balance refers to the equilibrium and harmony individuals strive to achieve between their professional responsibilities and personal life commitments. It involves effectively managing time, energy, and resources to fulfill work obligations while also prioritizing personal well-being, relationships, and leisure activities. Work-life balance recognizes the interconnectedness of various life domains and aims to create a sustainable lifestyle that promotes both professional success and personal fulfillment.

Distinguishing between work, personal life, and other life domains

Distinguishing between work, personal life, and other life domains is crucial for achieving a balanced and fulfilling lifestyle.

Professional Life

- Work life encompasses activities and responsibilities related to one's employment or career.
- It includes tasks such as performing job duties, attending meetings, completing projects, and meeting deadlines.
- Work life often involves interactions with colleagues, supervisors, clients, or customers within the professional setting.
- The primary focus of this domain is on activities that contribute to one's financial stability, career advancement, and professional development.

Distinguishing between work, personal life, and other life domains

Personal Life

- Personal life encompasses activities and responsibilities that are unrelated to work and are centered around individual well-being, relationships, and personal interests.
- It includes spending time with family and friends, pursuing hobbies and recreational activities, engaging in self-care practices, and pursuing personal goals.
- Personal life is characterized by activities that bring joy, fulfillment, and relaxation outside of work commitments.
- This domain focuses on nurturing relationships, maintaining physical and mental health, and pursuing activities that contribute to personal growth and happiness.

Distinguishing between work, personal life, and other life domains

Social personal Life

- Social personal Life refer to additional areas of life beyond work and personal matters that individuals may need to manage.
- This can include aspects such as education, community involvement, volunteer work, religious or spiritual practices, and other commitments.
- Other life domains vary for each individual based on their values, interests, and circumstances, and may require time and attention alongside work and personal life responsibilities.
- Managing other life domains involves allocating time and resources to activities that align with one's values and contribute to a sense of purpose and fulfillment.

Recognizing the interconnectedness of work and personal life

Recognizing the interconnectedness of work and personal life is essential for achieving a harmonious balance between the two domains.

Impact of Work on Personal Life

- Work commitments can spill over into personal life, affecting relationships, health, and well-being.
- Career achievements and successes can positively impact personal life by boosting self-esteem, financial stability, and overall satisfaction.
- Work-related stressors may affect physical and mental health, resulting in burnout, anxiety, or depression. Recognizing the signs of work-related stress and its impact on personal life is crucial for maintaining overall well-being.

Recognizing the interconnectedness of work and personal life

Influence of Personal Life on Work

- Personal life events and circumstances can influence job performance and satisfaction. Positive experiences in personal life, such as supportive relationships, hobbies, and leisure activities, can enhance job satisfaction and productivity.
- Maintaining a healthy work-life balance is essential for preventing personal life stressors from spilling over into work and affecting job performance.

Recognizing the interconnectedness of work and personal life

Integration of Work and Personal Life

- Recognizing the interconnectedness of work and personal life involves integrating the two domains in a way that promotes overall well-being and fulfillment.
- Achieving work-life balance requires aligning work commitments with personal values, priorities, and goals.
- Creating synergy between work and personal life involves fostering a supportive environment where individuals feel empowered to excel professionally while also prioritizing their personal well-being.

The Importance of Work-Life Balance

- Impact of work-life balance on physical and mental health
- Influence on job satisfaction, productivity, and employee retention
- Role in fostering positive relationships and overall well-being



Challenges to Achieving Work-Life Balance

- Common obstacles encountered in balancing work and personal life
- External factors such as organizational culture, workload, and societal norms
- Internal barriers including time management, boundary-setting, and perfectionism



Strategies for Achieving Work-Life Balance

- Time Management Techniques
- Prioritization of tasks and activities
- Setting boundaries and managing workload
- Implementing effective scheduling and time-blocking methods



Communication and Boundary-Setting

- ▶ Assertive communication techniques for negotiating boundaries
- ▶ Setting realistic expectations with supervisors, colleagues, and family members Establishing clear guidelines for work-related communication outside of office hours



Goal Setting and Prioritization

- Defining personal and professional goals aligned with values and priorities
- Breaking down goals into manageable tasks and action plans
- Regularly reassessing priorities and adjusting plans as needed

