

# WORKSHOP AGENDA

**Date:**

**Location:**

## Achieving Work-Life Balance

- Finding Balance: Strategies for a Healthier Work-Life Integration

### Objectives

- Learn practical strategies for improving work-life balance in Early Childcare settings.
- Develop stress management and self-care techniques to support well-being.
- Strengthen teamwork and trust through effective communication and collaboration.

### Materials

- PowerPoint Presentation
- Handouts: Wheel of Life, Holistic Approach to Work-Life Balance, Trust Battery, 5 Levels of Delegation, Self-Care Practices, Stress-Busting Techniques

### Outcome

- By the end of this workshop, participants will gain practical tools and strategies to enhance their work-life balance, reduce stress, and prioritize self-care. They will leave with a clearer understanding of how to build trust within teams, improve delegation skills, and apply techniques tailored to the unique challenges of Early Childcare settings.

### Welcome and Introduction (15 minutes)

- Welcome participants and introduce the topic.
- Icebreaker: Share one word that represents your current work-life balance.

### Work-Life Integration PowerPoint (20 minutes)

- Presentation on integrating work and life priorities.
- Discussion: How do participants currently integrate their work and personal lives?

### Wheel of Life(30 minutes)

- Explanation of the Wheel of Life.
- Interactive activity: Participants create and assess their own Wheel of Life.

### Holistic Approach to Work/Life Balance (25 minutes)

- Exploring the importance of physical, mental, and emotional well-being.
- Group brainstorming: Practices that support a holistic balance.

### Trust Battery (20 minutes)

- Introduction to the Trust Battery concept and its impact on relationships.
- Pair activity: Identifying ways to recharge trust in teams.

### 5 Levels of Delegation (30 minutes)

- Presentation on effective delegation strategies.
- Role-playing exercise: Practicing delegation at various levels.

### Self-Care Practices (20 minutes)

- Discussion: What self-care tips are you already implementing?

### Stress-Busting Techniques for ECC

- Techniques for managing stress specific to Early Childcare roles.

**Notes**