

SEHG IN-PERSON WORKSHOP SERIES

Work-Life Balance

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Work-Life Balance workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-PD-7587 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Work-Life Balance

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

About This Workshop

Having balance between work and home life can be a challenge. Balancing a career with home life will provide benefits in each environment. You will become healthier, mentally and physically, and you will increase your productivity, career wise. With improved Work-Life Balance you will be managing your time better; you will be working less and producing more. This workshop will show you how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work, and your family at home.

Workshop Objectives

- Explain the benefits of work life balance.
- Recognize the signs of an unbalanced life.
- Identify employer resources for a balanced lifestyle.
- Improve time management and goal setting.
- Use the most effective work methods for you.
- Create balance at work and at home.
- Manage stress.

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Work-Life Balance course for pre-work and reinforcement

Preparing & Delivering the Workshop

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Work-Life Balance

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group