Soft skills

Work-Life Balance

A half day to take stock of the balance between work and personal life and act on what depends on you: time limits, digital availability, recovery, travel. Managers also work on their role as an example and on how to discuss workload with their team. Each participant leaves with two or three concrete personal rules, suited to their post, their hours and their family life.

Duration : 0.5 day

Objectives

1. Assess your own balance between professional and personal commitments
2. Identify what weakens it: workload, constant connection, travel, staggered hours
3. Set realistic limits and negotiate them with your hierarchy, colleagues and family
4. As a manager, adopt practices that respect the team's balance: meeting times, messages outside working hours, cover arrangements

Programme

Half day

• Balance or imbalance: warning signals, risk of burnout, and when to turn to occupational health

• What weighs on you: real workload, expected availability, phone and messaging, commuting, shift work

• Personal rules: protected time slots, digital switch-off, recovery after a peak period

• The manager as an example: evening messages, late meetings, cover during leave

• Exercise: three personal rules and one managerial commitment to keep for a month

Teaching methods

• Self-assessment of your balance over the last four weeks

• Discussions between participants on practices that work in comparable roles

• Practical cases: a site manager on call, a travelling sales rep, a team leader on shift hours

• Personal rules written and then discussed in pairs

Assessment and documents

Knowledge test at the end of the session, post-training evaluation at D+1. Numbered training certificate, verifiable online, for each participant; training report sent to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To organise the working day itself, priorities, interruptions and rhythm, the course “Managing Your Time and Energy” complements this module.

Practical information

Duration	0.5 day
Audience	Managers, executives, employees with a heavy workload, who travel or work staggered hours
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Does this module deal with stress and burnout?

It covers the warning signals and says when to ask for help, from occupational health or a doctor. To work on managing emotions and stress, the course “Staying Calm Under Pressure: Emotions and Stress” is more complete.

How is this different from “Managing Your Time and Energy”?

That day organises working time: priorities, interruptions, rhythm. The balance half day deals with the boundary between work and personal life and the limits to set on both sides.

Are personal questions discussed in the group?

Everyone shares what they wish. The self-assessment and personal rules stay individual; group discussions concern professional practices.