

Workshop and Training Offerings

THE WORKLIFE HUB



the WorkLife HUB spri

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Introduction

Collaborative design process. Practical take-aways and action points.

"Good balance of research, tips and techniques to design an individual solution to finding work & personal life balance." - training participant, Mastercard

From needs assessment and methodology development to facilitation and follow-up actions, we build our training programmes based on a pragmatic and outcome-focused approach. Our workshops are designed in a way to provide even the most experienced employees with new insight on work-life balance and the new paradigm of work, support training participants to develop a new skill, obtain a complete understanding or provide context for deeper knowledge.

The WorkLife HUB trainings are delivered to suit the needs and time constraints of our clients. We tailor each training to match the context and profile of the learners, i.e. for Headquarters or Field offices, international and local staff.



Working with us

The activities we propose to you may include the following:

- General presentation on the subject to set the context, share international case studies and best practices to inspire participants
- Pre-Webinar survey to tailor the content to the actual need of learners
- Facilitated small group discussions and individual exercises followed by reflection, review and action planning
- The workshops may include energizers, ice-breakers, role plays, debriefing
- Follow-up individual coaching sessions and group discussions

We provide a great variety of online and in-person delivery options to support you establishing work-life balance practices in your workplace. These range from:

- Management training (2-hour to half-day sessions, 10-50 people)
- Organisational or team level workshops (half to 1-day sessions, 50-200 participants, 2 facilitators to maximize the engagement of the participants)
- Individual coaching sessions (1 or 2 coaches, 1-hour sessions)

"Agnes and Zoltan were professional, experienced, to the point, on time with deliverables, flexible where necessary and above all had a conducive manner with colleagues that enabled them to gain the confidence of the team." Seamus Jefferson, Director, CONCORD Europe

What can managers learn?

These are the topics we could cover in our training sessions, among others:

- How to improve work-life balance for you and your team: This course may include, but is not restricted to results-based management, deadline management, stress-management, attitudes and behaviours for supervisors, organisational culture, understanding the "ideal worker type", tools for nudging.
- How to manage a remote team: Supporting team-leaders and managers to adapt to managing a distributed team with regards to work-organisation, prioritisation, time-management, communication, results-based management, and performance monitoring, team-level and organisational culture (trust-building, gender-sensitive approach, inclusive workplaces).
- Psychosocial risks at the workplace: Learn to improve employee wellbeing, mental and physical health as well as improve performance by understanding and tackling psychosocial risks at the workplace. The training addresses the following risk categories: relationships at work, work organisation, working conditions, work-life balance.

"It was a great seminar with new useful practical information that went beyond the many other training courses we have done. So very useful and positive exercise. Thanks." participant UNODC Webinar series

What can personnel learn?

These are the topics we could cover in our trainings, among others:

- Achieving better Work-Life Balance: One of our most popular workshops is supporting busy professionals with achieving better work-life balance. The training covers some theory, but is mostly focused on empowering participants with very practical tools and accessible resources on prioritisation, time-management, unconscious bias around flexible working/teleworking. The sessions may also focus on issues such as work-life conflict, boundary management, multiple and sometimes clashing work and family identities (spheres of life), putting life on the calendar, managing interruptions and energy and the importance of sleep, assertiveness (self-advocacy, empowerment and sensitive conversations).
- In addition to the Webinars and coaching, this module may also include an online self-assessment questionnaire about working styles and boundary management to improve the self-awareness of participants.

95% of our training participants said they thought that the objectives of the training were very well achieved



Get in Touch!

The WorkLife HUB is a research, training and consultancy company for work-life balance, gender equality, tackling sexual harassment, workplace culture and the new reality of work. We deliver bespoke training and consultancy services to help attract and retain their talent and improve employee wellbeing. Our experience covers a wide range of sectors and countries.

A selection of recent client engagements:

UNODC: promoting a healthy, inclusive and safe workplace for everyone at UNODC, online training and individual coaching sessions for UNODC managers on preventing and tackling sexual harassment at the workplace (200 participants spread over 7 online trainings)

UN Women: supporting the implementation of Flexible Working Arrangements, 1-day workshop at UN HQ (110 participants); 3 webinars on Flexible Working Arrangements (200 participants)

Mastercard: 2 lunch & learn sessions on work-life balance (70 participants - spread over 2 sessions)

Oxfam International EU office: 1-day workshop on workplace culture, Code of Conduct, (30 participants)

CONCORD Europe: 1-day workshop on psycho-social risks at the workplace (20 participants);

EFTA Secretariat: Gender equality workshop (75 participants)

UNOV: Training of Trainers on Inclusion for Greater Security and Teamwork for Security and Safety officers at the UN International Centre in Vienna (10 participants, 3x2-hour interactive Webinars, including personal reflection, role-play, discussions, quizzes)

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