



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 09 November 2025 To 13 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

The "Work-Life Balance and Personal Energy Management" course is designed to equip professionals with the skills and tools necessary to harmonize their work and personal life while managing energy levels effectively. Participants will learn strategies for enhancing productivity, reducing stress, and maintaining well-being, leading to a more fulfilling professional and personal life.

## Objectives

- Understand the concepts of work-life balance and personal energy management.
- Identify personal and professional priorities for balanced living.
- Develop strategies to manage time and energy effectively.
- Learn techniques to reduce stress and enhance productivity.
- Create a personalized action plan for sustained work-life balance.

## Course Outlines

### Day 1: Understanding Work-Life Balance

- Definition and importance of work-life balance.
- Assessing current work-life balance status.
- Identifying personal values and priorities.
- The impact of imbalance on health and productivity.
- Case studies on successful work-life balance.

### Day 2: Personal Energy Management

- The science of personal energy management.
- Identifying energy drains and gains.
- Techniques to boost personal energy levels.
- Nutrition and its effects on energy.
- Incorporating mindfulness and meditation.

### Day 3: Time Management Strategies

- Setting effective priorities and goals.
- Time-blocking techniques and tools.
- Eliminating time wasters and distractions.
- The role of delegation in time management.
- Cultivating habits for better time utilization.

### Day 4: Stress Reduction Techniques

- Identifying sources of stress in work and personal life.
- Practicing relaxation and breathing techniques.
- The role of physical activity in stress management.
- Developing resilience and adaptability.
- Implementing daily rituals for stress relief.

## **Day 5: Creating a Sustainable Work-Life Plan**

- Reviewing personal goals and priorities.
- Developing a personalized work-life action plan.
- Integrating work-life balance with career development.
- Establishing accountability mechanisms.
- Evaluating and adjusting plans periodically for success.