
CHRO TRAINING ANNOUNCEMENT: WORK-LIFE BALANCE

DATE: 21 May 2024 (course is subject to cancelation/date change)

TIME: 0830 – 1530 JST

This training will be conducted virtually via MS Teams.

DESCRIPTION:

In today's fast-paced world, striking a healthy equilibrium between work and personal life has become more crucial than ever. This training aims to provide you with the knowledge, skills, and strategies to effectively manage your professional responsibilities while nurturing your personal well-being. This training offers practical tools to enhance your work-life balance, reduce stress, and increase overall satisfaction in both your personal and professional lives. By the end of this training, you will have a comprehensive understanding of work-life balance principles and a personalized action plan to make positive changes in your life. Remember, achieving work-life balance is an ongoing process, and with the tools and knowledge gained today, you can lead a more fulfilling and less stressful life.

OUTCOME:

- Recognizing the Importance of work-life balance and identifying common challenges.
- Assessing your current work-life balance and setting realistic goals.
- Learn strategies for achieving work-life balance, including time management and stress reduction techniques, and setting boundaries.
- Learn effective communication and email management, incorporate digital detox practices.
- Creating a Supportive Work Environment.

ELIGIBILITY:

This class is open to all USMC U.S. Appropriated Fund (APF) employees and MLC/IHA employees serviced by CHRO Okinawa; priority for this training is as follows:

Priority 1: USMC All APF employees

Priority 2: USMC MLC/IHA employees (required to have LPL-3 or above)

HOW TO APPLY:

After supervisor's approval, sign-up via https://usmc.sharepoint-mil.us/sites/mcipac_chro_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx

Deadline for submission is 30 April 24.

Point of contact for this course is the Workforce Development Unit, CHRO

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