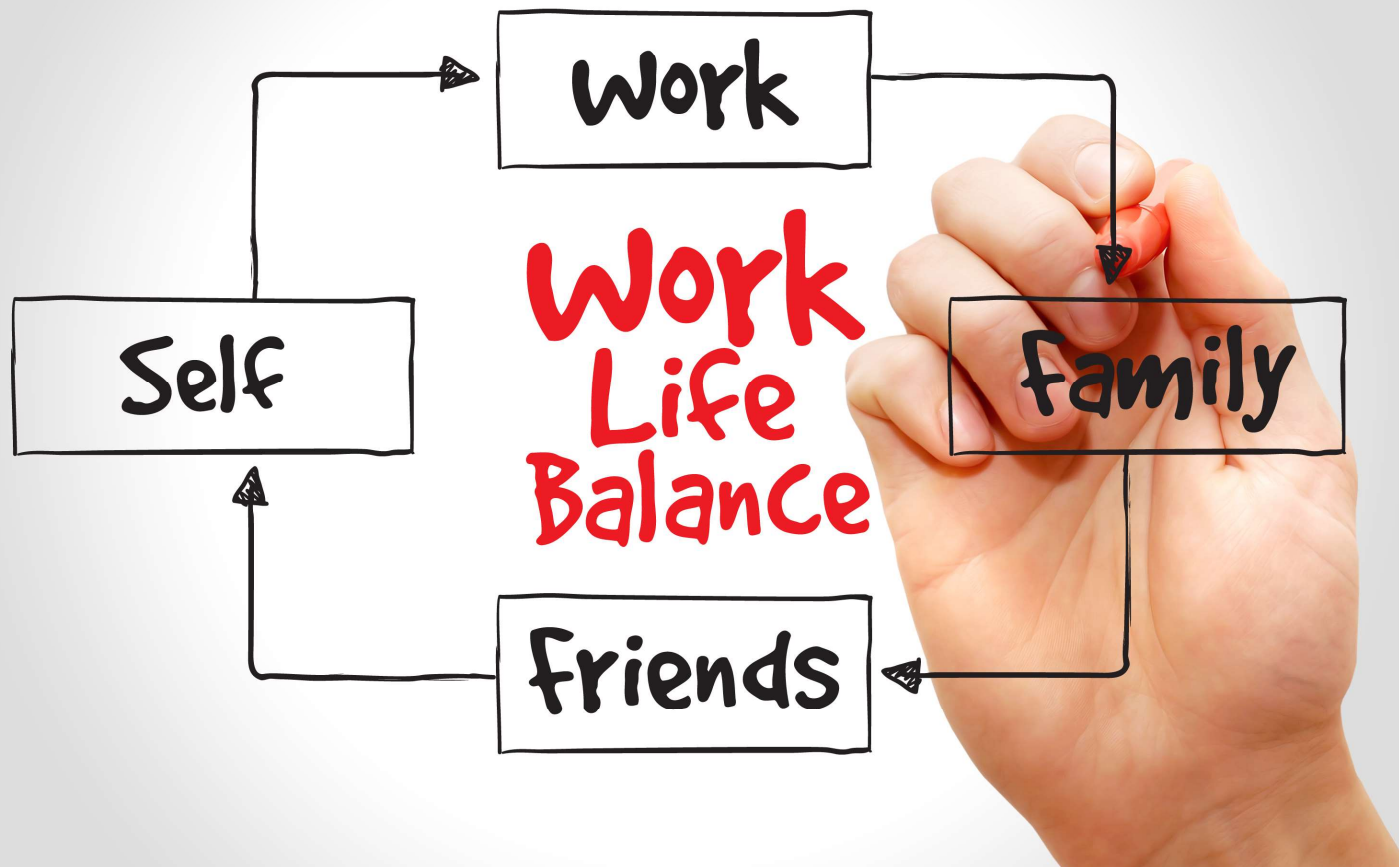

HR TOPICS TODAY

- Work life Balance
- Soft Skills





LIFE & WORK

WORK LIFE BALANCE

WORK LIFE BALANCE

Work-life balance means prioritizing between the demands of one's personal life and professional activities or career.

Maintaining a healthy work-life balance will positively affect not only health and relationships but also your productivity and performance.

When creating a schedule that works for you, think about the best way to achieve balance at work and in your personal life.

Here are some guidelines on ways to create a better work-life balance:

- **Prioritize your Health-** Your overall physical, emotional and mental health should be your main concern. If you struggle with anxiety or depression and think therapy would benefit you, fit those sessions into your schedule, even if you have to leave work early. If you are battling a chronic illness, don't be afraid to call in sick on rough days. Overworking yourself prevents you from getting better, possibly causing you to take more days off in the future.
- **Take a vacation and shutting work completely off** to spend time with Family and Loved ones as this is important for your well being and allows you to physically and mentally recharge.
- **Find a job that you love-** If you hate what you do, you aren't going to be happy, plain and simple. You don't need to love every aspect of your job, but it needs to be exciting enough that you don't dread getting out of bed every morning

- **Make time for yourself and your loved ones** - while your job is important, it shouldn't be your entire life. You were an individual before taking this position, and you should prioritize the activities or hobbies that make you happy. If you do not firmly plan for personal time, you will never have time to do other things outside of work .
- **Prioritize your time** - No matter how hectic your schedule might be, you ultimately have control of your time and life. Just because work keeps you busy doesn't mean you should neglect personal relationships. Only your loved ones will love you and appreciate in a way that you will not find in your Company and therefore you should realize that everyone is replaceable at work, and no matter how important you think your job is, the company will easily replace you.
- **Set boundaries and work hours-** Set boundaries for yourself and your colleagues, to avoid burnout. When you leave the office or is on a vacation avoid thinking about upcoming projects or answering company emails. Set specific work hours whether you work away from home or at home, it is important to determine when you will work and when you will stop working; otherwise, you might find yourself answering work-related emails late at night, during vacations or on weekends off.

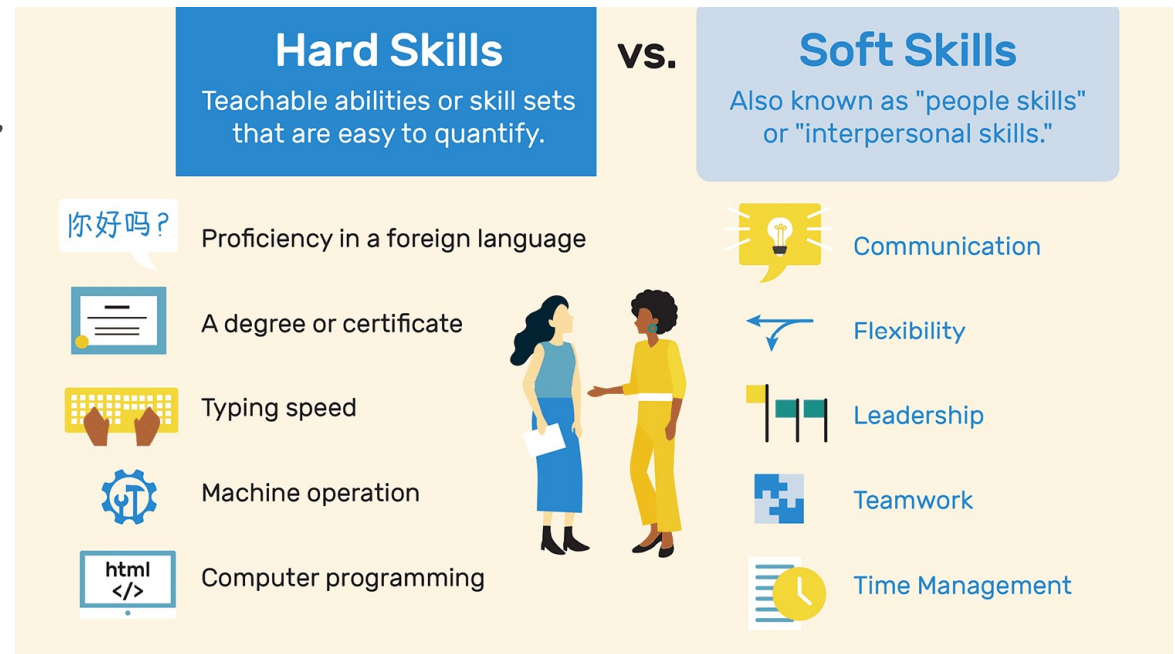


SOFT SKILLS

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- Soft skills are non-technical skills that relate to how you work. This includes how you interact with colleagues, how you solve problems, and how you manage your work. Hiring managers typically look for job candidates with soft skills because they make someone more successful in the workplace.
- Someone can be excellent with technical, job-specific skills, but if they can't manage their time or work within a team, they may not be successful in the workplace.



COMMUNICATION SKILLS

How well do you communicate with your colleagues, clients, customers, employers, or vendors?

Are you able to speak clearly and politely with people in person, by phone, and in writing?

You will also likely need to be a good listener. Employers want employees who can not only communicate their own ideas, but who also listen empathetically to others. Listening is a particularly important skill in customer service jobs.

Types of Communication Skills

- **Written Communication-** Writing well is a major component of your professionalism. Poor writing not only makes an exchange of ideas and information less efficient, but it also makes you look unintelligent. Be clear, use readable text and also use well-organized, straightforward, and concise writing.
- **Verbal Communication-** is essential for those who face customers as you need to be able to express yourself clearly and be articulate.
- **Non-Verbal Communication -** refers to gestures, facial expressions, tone of voice, eye contact body language, posture, and other ways people can communicate without using language. This will show that you have confidence and skills that will create a positive (or a negative) impression. E.g. Poor posture may appear unprofessional. A downward gaze or avoiding eye contact can detract from you being seen as confident.





CRITICAL THINKING

Be someone who can analyze situations and make informed decisions. Whether you are working with data, teaching students, or fixing a system, you need to be able to understand problems, think critically, and devise solutions. Skills related to critical thinking include creativity, flexibility, and curiosity.





POSITIVE ATTITUDE

Employers are always seeking people who will bring a positive attitude to the office. They want employees who will be friendly to others, eager to work, and generally a pleasure to be around. Being able to keep things positive is especially important if you're working in a fast-paced, high-stress work environment.





TEAMWORK

Employers look for people who can work well with others. Whether you will be doing a lot of team projects or simply attending a few departmental meetings, you need to be able to work effectively with the people around you. Have the ability to negotiate with others, and to recognize and appreciate diversity in a team.

Accept and apply feedback within your team



LEADERSHIP SKILLS

Employers want to know that you have the ability to make decisions and can manage situations and people.

Have the ability to step up difficult situations and help resolve it, is something employers look for in prospective employees.

Being able to resolve problems and conflicts between people, and to make executive decisions.

END OF SESSION!

ANY QUESTIONS