

# FIND WORK/LIFE BALANCE IN 2017



**Dale  
Carnegie**



# OBJECTIVES

- Discuss the 5 drivers of success
- Build a plan for work/life balance
- Discover ways to manage stress
- Learn how to build others through recognition

# NEW BUSINESS REALITY





## 5 DRIVERS

- Leadership
- Communication
- Interpersonal Skills
- Stress Management
- Self-confidence

# Employee Engagement

## Fully Engaged



- *Stay with organization longer*
- *Contribute to bottom line*
- *Commit to productivity and quality*

29%

## Partially Engaged



- *Concentrate on tasks not outcomes*
- *Want to be told what to do*
- *Do it, get paid, go home*

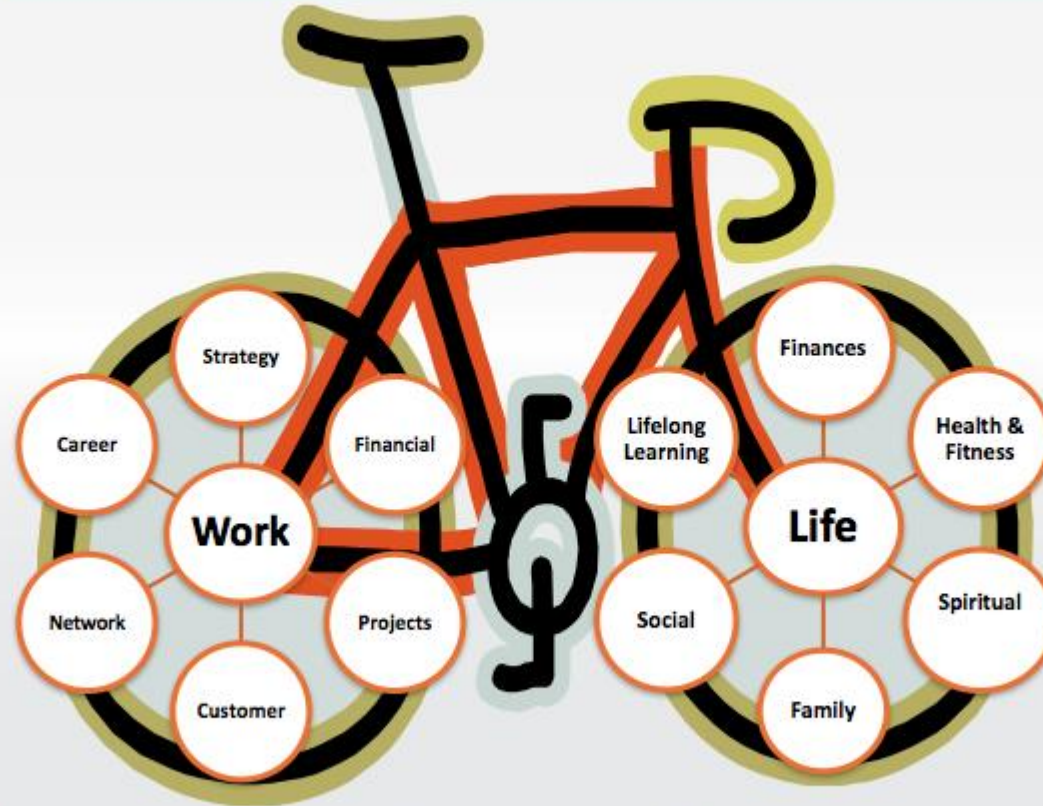
45%

## Disengaged



- *Sow seeds of negativity*
- *Sabotage progress*
- *Express mistrust and animosity*

26%



"Life is like riding a bicycle. To keep your balance you must keep moving."  
- Albert Einstein

On a scale of 1-10 rate how you are doing in each area.

# CULTIVATE A MENTAL ATTITUDE THAT WILL BRING YOU PEACE AND HAPPINESS

1. Fill your mind with thoughts of peace, courage, health and hope.
2. Never try to get even with your enemies.
3. Expect ingratitude.
4. Count your blessings– not your troubles.
5. Do not imitate others.
6. Try to profit from your losses.
7. Create happiness for others.

# “GIVE HONEST, SINCERE APPRECIATION”- DALE CARNEGIE

**T**- things

**A**- accomplishments

**P**- personal trait

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**E**- Evidence



# Professional Development

## Dale Carnegie Course

- Leadership Skills
- Communication Skills
- Stress Management
- Interpersonal Skills
- Self Confidence

## Leadership Training for Managers

- Leader vs Manager
- 8 Step Planning Process
- Drive Innovation
- Delegation
- Coaching others to a higher level

## High Impact Presentations

- Plan & Organize Presentations
- Positive First Impressions
- Be natural and relaxed
- Communicate clear and concisely
- Sell Ideas and inspire



**Dale Carnegie**<sup>TM</sup>

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