

## **Customised Work-Life Effectiveness Programmes at the Workplace.**

*Family Focus* is able to provide in-house talks and skills based workshops to equip employees with such skills and knowledge to build up internal resources of employees to deal with challenges faced when trying to achieve work-life harmony.

### **Programme Description**

Our PWLE programme will provide both a broad range as well as in-depth exploration of how individuals can equalize two important aspects of their work responsibilities as well as family commitments.

#### **A) General Work-Life Harmony Talks for Personnel**

The talks are geared towards improving awareness of worksite and personal strategies to maintain good work-life harmony.

#### **B) Improving Work-Life Effectiveness Workshops**

These sessions will be more interactive and provide participants with in-depth support and learning opportunities to reflect and review on their current practices.

### **Content Outline of talks and workshops**

Lunch time talks will provide a platform for employees to consider the options that they personally have to begin to find fulfillment for themselves in both their work as well as their homes.

The coverage of TALKS will include:

- Introduction to various strategies that exists that promotes long term and short term work-life effectiveness.
- Understanding and managing difficult relationship dynamics
- Improving communication patterns
- Managing Stress and Stressful Situations

Workshops that lasts 2 – 3 hours will provide a supportive environment for groups with similar interests and needs to work on areas that are more pertinent to them. In a smaller group, the facilitator provides more attention to specific problems and works on moving beyond awareness to enhancing planning and skills development aspects to achieve work-life harmony.

Possible areas of coverage for WORKSHOPS include:

- Goals Setting for Better Work-Life Management
- Stress Management Skills
- Time Management Skills
- Improving Communication Skills

### **Curriculum Vitae of speakers**

*Family Focus* was formed since 1993 to provide support to families in Singapore through counselling, parent education and life-skills training programmes. It has a strongly belief that a healthy Work-Life balance can be achieved for employers and employees alike.

Our Team of Speakers include:

#### **Lynette Yeo – Director and Trainer**

B.A (Social Work); M.Soc.Sci. (Counseling)

Certified Administrator of MBTI ®

Registered Social Worker

Lynette has worked with a variety of organizations ranging from MNCs to non-profit organisations in her career of almost 30 years. Her training work ranges from conducting Management development programmes to Personal interpersonal skills for Singles and Effective Parenting for parents.

#### **Geraldine Szeto – Principal Counsellor**

B.Soc.Sci.; M.Soc.Sci. (Counseling)

Associate member of Singapore Association of Counsellors

Geraldine's work focuses more on the inner person. She leads groups on Self Discovery Workshops in and out of Singapore. She also works with individuals and families with depression and other clinical disorders in a medical setting. Her training work includes Family Life Education in schools on Effective Parenting and Stress Management.

#### **Leong Yiat Teng - Trainer**

B.A. (Social Work) Hon (Sociology)

Yiat Teng is a trainer with a passion for those who care for children. Balancing work and home responsibilities begins with the young ones. She conducts training for care givers of young children. She is also a Family Life Educator.

#### **Cheung Siew Li - Trainer**

B.A. (Social Work); M.A. (Social Work)

Siew Li has a rich history of working with families with multiple and complex problems. Her current focus is on working with those with long term illnesses as well as the aging population. While engaged in direct practice, she also teaches in institutions of higher learning.

#### **Fees**

Programme fees range from \$300 - \$600 per session.

**Any other useful information**

*Family Focus* will also tap on a pool of resource speakers with more appropriate background and shared interests with the audience. These may include gender related issues, medical or religious related content.

We are also able to provide personal and private counseling and coaching sessions upon request.

Visit our website at [www.fam-focus.com](http://www.fam-focus.com) for more information.

Call 63360469 for a consultation appointment.

Or email us at [lynette@fam-focus.com](mailto:lynette@fam-focus.com)