



Work & Life Balance

A 2-days intensive course by
Akashdip Singh

... drawing from his vast experience in dealing with internal and external customers and managing customer relationships.

With more than 13 years corporate experience, combined with his international exposure, Akash brings valuable insights to the training room.

Getting the Right Balance in Work and Life

increases staff productivity & company's profitability

Corporate organization suffer from employees who are fatigue which results to low productivity and this in turn affects the company's profitability. ***The organization's success is very much dependent on its employees.*** Therefore it is extremely important for the employees to be productive and produce quality output. This can only happen when they are happy and there is a balance in their lives.

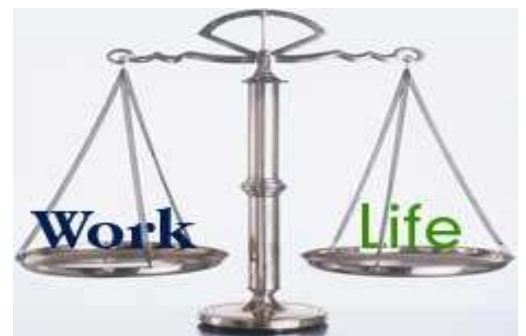
This program helps participants to understand the importance of balance between work and life and its techniques. The positive outcome results in increase of productivity and company's profitability. Participants will be exposed to games and will be involved in case studies as well as presentations which will help them understand better the work and life balance.

Upon program completion, participants will be able to

- ✓ Understand and apply the techniques of creating the balance between work and life
- ✓ Understand the importance of work and balance and then wheel of life.
- ✓ Understand the benefits of having a work and life balance.
- ✓ Reduce stress and increase productivity through balancing their work and life.

Who will Benefit?

- ✓ Management Staff (All Levels)
- ✓ Sales Staff
- ✓ Executives
- ✓ Technical and Non-Technical Staff
- ✓ All who require to create the balance between their work and life in order to increase productivity in their daily job functions.



For more information, please contact

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WWW.IDC-TRAINING.COM

HRD Approved "Class A" Training Provider (since Year 2002). Registered with Ministry of Finance.

Trainer's Background

Akashdip Singh, has more than 13 years of corporate experience and involved in the Training and Development field for more than 10 years. This gave him a special edge to share his knowledge in the areas of Motivation, Management and HR related topics, Presentation Skills, Team Building, Goal Setting, Customer Service, Customer Relationships, Supervisory Skills and issues related to People Skills.

Akash graduated with a Bachelor of Mechanical Engineering (Hons) Degree from University Technology of Malaysia (UTM); which meets the current academic requirement for standing as a Professional Engineer in Australia.

He started his career as an Engineer with Maxis Communications and later on, moved into managerial position. His last held position was as a Project Manager with YTL. He did his internship with Tenaga Nasional Berhad and Rothmans of Pall Mall. He has sound knowledge and rich experience in the Telecommunications, Energy and Manufacturing field.

One of Akash's main job responsibilities in his corporate capacity was to ensure customer satisfaction is not only met, but exceeded. He has vast experience in dealing with internal and external customers and managing customer relationships. Utilizing on his sound technical and people skills, Akash was assigned a key role as the coordinator between the technical and non-technical departments.

His passion lies in developing people by sharing his experience and exposing them to a variety of corporate games, then relates the learning to their work and life. Participants become self-motivated and more productive in their daily job functions. As a result, this benefits the companies they work for, in terms of output and profitability. Akash makes trainings extremely lively, full of zest and just simply creates magic in his sessions.

More than 10,000 executives have benefited from Akash's trainings / speeches. Some of his corporate clients include

- ✓ ALSTOM
- ✓ Intercontinental Specialty Fats Sdn Bhd
- ✓ Malakoff Sdn Bhd
- ✓ Malaysian Assurance Alliance (MAA) Bhd
- ✓ Maxis Communications

Akashdip has vast experience conducting trainings in Malaysia, United Kingdom, Australia, Singapore, Indonesia, India, Philippines, Thailand, Uganda, Kenya, South Africa and Zambia. He speaks fluent English and Bahasa Malaysia.



Topics to Be Covered

Ice Breaking and Overview

Work and Life – The Beginning

The Importance of Work

- ⇒ How Much Should One Work
- ⇒ Stretching The Limits

The Importance of Balance

- ⇒ The Wheel of Life
- ⇒ Protecting Your Time
- ⇒ Drawing The Line Between Work And Life

Steps To Better Work and Life Balance

- ⇒ Techniques to Better Work and Life Balance
- ⇒ Benefits of Creating Work And Life Balance
- ⇒ The Dangers of Not Having The Work And Life Balance

Courses by Akashdip Singh

- ✓ AVG (Attitude, Values, Goal)
 - The Pillars of Success
- ✓ Customer Relationship Skills
- ✓ Effective Communication
- ✓ Effective Team Building
- ✓ Enhancing Team Leader Skills
- ✓ Handling Difficult Customers
- ✓ High Impact Presentation Skills
- ✓ Motivational Seminars/Trainings
- ✓ Telephone Etiquette
- ✓ Work and Life Balance