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Welcome to this session:
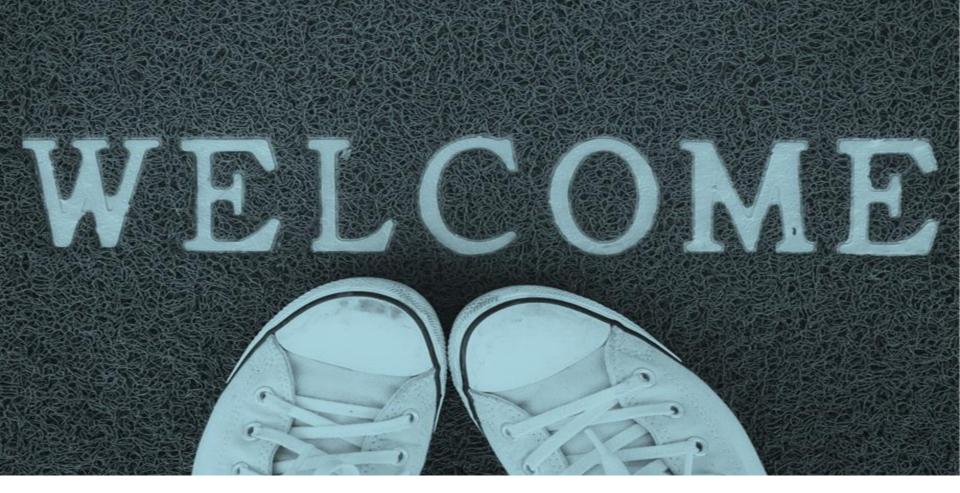
Q&A Session

Supporting Work-Life Balance

The session will start shortly...

Any Questions?
Drop them in the questions section.

Safeguarding & Welfare

We are committed to all our students and staff feeling safe and happy; we want to make sure there is always someone you can turn to if you are worried about anything.

If you are feeling upset or unsafe, are worried about a friend, student or family member, or you feel like something isn't right, speak to our safeguarding team:

Ian Wyles
Designated Safeguarding Lead

Simone Botes

Nurhaan Snyman

Rafiq Manan

Ronald Munodawafa

Tevin Pitts

Scan to report a safeguarding concern

or email the Designated Safeguarding Lead:
Ian Wyles
safeguarding@hyperiondev.com

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HOUSEKEEPING

Leadership & Management Live Lectures – Housekeeping

- The use of disrespectful language is prohibited in the questions, this is a supportive, learning environment for all - please engage accordingly.
  - *(Fundamental British Values: Mutual Respect and Tolerance)*

- No question is daft or silly - **ask them!**

- Should you have a question during the lecture, please feel free to **post in the Questions section** and I will respond throughout.

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Leadership & Management Live Lectures – Housekeeping

- Activating **live captions** in your browser's accessibility settings is a helpful option for better understanding, especially for those with hearing impairments or challenges with accents.

- For all **non-academic questions**, please submit a query: **www.hyperiondev.com/support**

- Report a safeguarding incident: **www.hyperiondev.com/safeguardreporting**

- Should you have any further questions or want to provide us with feedback, please feel free to post them **here.**

- **GitHub Link to access L&M Presentation Slides.**

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QUESTION TIME

"Returning to the workplace after remote or hybrid work can be challenging. What do you think are the biggest obstacles, and how can organisations help ease the transition?"

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TRANSITIONING BACK INTO THE WORKPLACE

The transition from remote or hybrid work back to a traditional office setting presents several challenges, including adjusting to new routines, maintaining work-life balance, and **navigating concerns about productivity and workplace culture.**

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TRANSITIONING BACK INTO THE WORKPLACE

One of the primary obstacles **is the potential loss of autonomy**, as employees have grown accustomed to flexible schedules and self-directed workflows.

TRANSITIONING BACK INTO THE WORKPLACE

- **Open Communication** with Leadership

- **Phased Return** Plans & Mental Health Support

- **Flexible Work** Arrangements

- Regular Check-ins and **Feedback Loops**

RULE OF LAW

Having clear, transparent policies helps **ensure fairness and consistency** in return-to-office expectations.

Employers should establish guidelines around in-office attendance, remote work allowances, and performance evaluations to create a **structured yet adaptable environment**.

"*Balancing workload, meetings, and personal time can be overwhelming. What strategies have worked for you when it comes to managing your time effectively?*"

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EFFECTIVE TIME MANAGEMENT

Prioritise tasks strategically using frameworks like the **Eisenhower Matrix** *(urgent vs. important)* to focus on what truly moves the needle, rather than getting caught up in busywork.

Block dedicated time for deep work by scheduling focus sessions free from interruptions. Avoid multitasking, which can reduce efficiency, and consider using the **Pomodoro technique** to maintain concentration while allowing for necessary breaks.

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EFFECTIVE TIME MANAGEMENT

Leverage technology wisely by using calendar reminders, time-blocking apps, and task management tools to stay organised and minimise distractions. Consider setting **"Do Not Disturb"** periods to protect valuable focus time.

Set realistic goals and **break larger tasks into smaller, manageable steps** to prevent overwhelm. Ensuring steady progress while maintaining a sustainable work-life balance is key to long-term success and well-being.

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"Work-life balance is a challenge, especially when managing expectations from colleagues and leaders. How do you communicate and maintain your boundaries?"

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*Leadership & Management/**Q&A Session***

COMMUNICATE & MAINTAIN BOUNDARIES

Set clear expectations upfront to prevent misunderstandings and ensure fair treatment in the workplace. **Clearly defining your availability** and workload helps establish mutual respect.

Learn to say "no" or **offer alternative solutions** to reduce overcommitment while maintaining professionalism. Redirecting tasks, delegating, or renegotiating deadlines can support balance without compromising performance.

COMMUNICATE & MAINTAIN BOUNDARIES

Define work hours and establish digital boundaries by **limiting after-hours emails and messages**. Encouraging a culture where personal time is respected fosters a healthier work-life balance.

Schedule regular check-ins with managers to align on priorities and workload. Open communication helps create a culture of understanding, ensuring that **expectations remain reasonable and realistic**.

LIBERTY

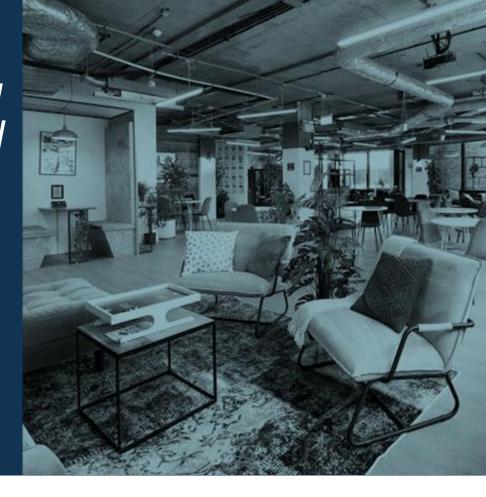Empower employees with autonomy by giving them the liberty to **manage their own workload**.

Trusting individuals to take ownership of their tasks enhances accountability while promoting balance and well-being.

"Work stress can take a toll on both mental and physical health. What are some ways we can promote a healthier, more supportive work environment for ourselves and our colleagues?"

HEALTHY & SUPPORTIVE WORK ENVIRONMENT

Incorporate regular breaks, mindfulness practices, and physical activity into the workday to help manage stress and improve overall well-being.

Even small changes, like walking meetings, deep breathing exercises, or structured quiet time, can make a significant difference in reducing burnout.

HEALTHY & SUPPORTIVE WORK ENVIRONMENT

WE CARE

Foster a strong culture of peer support by **actively checking in with colleagues**, offering a listening ear, and recognising when someone may need encouragement or assistance.

Creating **an environment where people feel genuinely valued** enhances both individual and team resilience.

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Ginny Clarke

CONSCIOUS LEADERSHIP EXPERT

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CONCLUSION

CONCLUSION

The **workplace is evolving**, and so should our approaches to managing work-life balance.

By understanding our own needs and advocating for a supportive environment, we contribute to a healthier, more productive workplace for all.

RESOURCES

RESOURCES

Videos:

- ✓ [5 Signs You Need Stronger Boundaries](#)
- ✓ [Are You Navigating A Toxic Workplace? Here is what you can do.](#)

Articles:

- ✓ [How To Manage Employees Coming Back To The Office: 5 Tips For Executives And Middle Management](#)
- ✓ [How To Transition Back To The Office: A Step-By-Step Guide For Remote Businesses](#)
- ✓ [The Top 10 Time Management Tips To Work Smarter, Not Harder](#)
- ✓ [18 Effective Time Management Strategies And Techniques](#)
- ✓ [Drawing The Line With Love: A Guide To Communicating Your Boundaries With Loved Ones](#)
- ✓ [Setting Healthy Boundaries At Work](#)
- ✓ [Work Environment: 9 Effective Ways To Make Improvements](#)
- ✓ [15 Great Ways To Create A Healthy Work Environment](#)

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*Leadership & Management/**Q&A Session***

Thank you
for attending

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SKILLS FOR LIFE
SKILLS BOOTCAMPS

Department for Education