**HR 228 – Training and Development Foundation**

Integrative Project Assignment #2

**Work/Life Balance**

Instructed By: Paul Flavel

Completed By: Chirag Valand

**Part #2**

**Section #4: Development and Implementation**

1. **Instructional methods and use of technology:** Training methods are important in the design of training program. Instructional methods are useful in classroom-based training program. Instructor lead classroom training programs are mostly preferred program in US and Canada for providing training.

In our training program we will start our training with online lectures to get little input from trainees and end with action learning where all students will have proper understanding of learning process.

**Online Lecture Method:** Our target audience is collage students who are familiar with lecture method of instructional learning. This method is used in transferring large scale of information to large number of audience and it works in unidirectional flow of information from trainer to trainee.

Online lecture will begin with an introduction of our topic and inform students about what they will learn to balance their work and life. After this, trainer will start with the content of this course via lecture based on our research to this topic. We will present all information in logical manner which dictate a progression from general to specific and some points will cover by specific to general topic which depends on subject matters.

We will punctuate this method with variety of exercises, graphics, and question answers to make this more informative with high interest. Trainer will conclude lecture with summery of the key learning points to remember for future use.

**Action Learning:** we will also use problem-based action learning which will get more involvement from audience to solve simulated open-ended problem. This learning requires trainees to identify problems and develop possible solutions to the real-world problems in real time situations. This training will be useful for adult teaching and effective for adults because they learn in problem centered environment.

Majority of time will be focused on this learning style to understand the importance of the work-related projects and life related situations to make their self available to attend on time. We will monitor the learning process by recording their answer to be accountable for their proposed solutions.

**Why we are using this method:**

**Less Cost and Resource Availability:** We find this method most effective according to targeted audiencewho are university students working parttime while attending fulltime collage. Thy are familiar with online lecture and action learning method by understand most of the content easily.

All students are attending online classes via zoom lectures, so we don’t have to arrange special accommodation for special needs, but we expect to have stable internet connection from all trainees as this is training will be held using internet.

**Applicable to apply in real life:** trainees will learn important instructions to achieve in life for better balance in work and life. They will have informal knowledge of skill development by maintaining priority list by following checklist described in job performance aid.

**Trainers’ preference:** Trainer prefers to conduct this meeting via online lecture because of experience and knowledge of delivering online material via presentation.

In addition, this online zoom training will cover most of the content of this training session and trainee will learn how to apply learned skills in real world via action learning procedures.

**2.Job Performance Aid:**

job performance Aid is a tool which will help students to perform their tasks on time and remind them to make balance between job and personal life. Our performance Aid is based on 3 principles as below.

1. **Setting the table:** follow seven steps to avoid confusion and lack of clarity to use your time properly by setting goal and achievement. This principal will include thinking and writing your decided targets to achieve by spending a year or whole life.

|  |
| --- |
| **Task 1:** Decide exactly what do you want |
| **Task 2:** Write it on paper |
| **Task 3:** Make Deadlines |
| **Task 4:** Make a list |
| **Task 5:** Organise your timings |
| **Task 6:** Take action on your plan |
| **Task 7:** Reserve your self to do things everyday |

**2. Prepare Four Lists:** create four list as below to achieve your lifetime goal which you have decided in principle one at setting the table. This practice will help trainees to divide goals in to four lists to for better accuracy in focusing and clarity to complete that on time.

**1.Master List:** include your lifetime work and goals in this list which you want to achieve in your whole life or in a year.

**2.Monthly List:** list your work that needs to be done in a month to achieve your master list goals.

**3.Weekly List:** include list of work which needs to be done in a week to achieve monthly list goals.

**4. Daily List:** list your daily goals which you want to achieve to make progress in achieving your weekly goals.

**3. ABCDE technique:** this technique will use to focus on only one point of the target at a time which is main concern about achieving success in concentration while doing study and work for collage students.

According to this method, your listed tasks will be divided in to five different types as below:

1. **Very Important,** something you must do, sever consequences : this will include list of task which are high in priority and may create sever consequences if not done on time. You can consider this tasks are important same as your life.
2. **Important,** Something You should do, mild consequences : in this section you will include tasks with high importance but mild consequences which means you can delay the task but not later that assigned expected ending time.
3. **Less Important,** something that would be nice to do, low consequences: these tasks will be with low consequences but still important to complete on assigned time or later.
4. **Important but not for you,** someone else can do it for you, very low consequences: these tasks can be done by others and create very low consequences if not completed on time.
5. **Not important at all,** something that you can eliminate, no consequences at all : in this list, all tasks can be done if you have time and not necessary to complete it on time.

We will make check list to achieve this task list in proper way as below.

**Work Life Balance Checklist.**

|  |  |  |
| --- | --- | --- |
| **Set the Table** | **Prepare Four Lists** | **ABCDE Technique** |
| (List your yearly or lifetime expectations) | (After Following Principal#1) | (Everyday after Principal #2) |
|   Decide exactly what do you want |  Prepare Master List (Once a year) |  Prioritize very important task in A |
|  Write it on paper |  Prepare Monthly List |  Important task in B |
|  Make Deadlines |  Prepare Weekly List |   Less Important task in part C |
|  Make a list |  Prepare next day List today night |   Important but can be done by others task in D |
|  Organise your timings |  |  Not important at all will be in E |
|  Take action on your plan |  |  |
|  Reserve your self to do things everyday |  |  |

**3.Training Lesson Plan:**

**Session Title: Work Life Balance Integrative Project**

|  |  |
| --- | --- |
| **Trainers:**  Name: Chirag Valand, Trainer (Documentation)  Name: Dhanvika Patel, Trainer (Lecturer, Activist)  Name: Dashmeen Singh, Trainer (Lecturer, Activist)  Name: Anmol Singh, Trainer (Training assessment)  Name: Chatardeep Kaur, Trainer (Activity analyst) | **Training Date: December 7, 2021**  **Training time allotted: 25 minutes** |

**Rationale**:

1. By doing this training students will increase their productivity in decided goals and plan to achieve them.
2. Live happier and less stressed by doing assigned activities with excellent strengths and don’t waste their time in doing all things at once.
3. Students will get improvement in their mental health and well being by following learned skills from this training.
4. Students will get more positive perception from their employer and surroundings by managing time between professional and social connections.
5. Students will get better level of efficiency and productivity at workplace as well as managing time towards completing collage work.
6. They will know what their long-term goal are and how to achieve them with prioritizing practices.

**Objectives/Learning Steps:**

Overall objective of this session is to provide training on balancing time between work and life by following main three principle of work life balance to decide what they want to achieve, how they can achieve and what process they must follow to achieve this so they will have clarity of goals, plan to achieve them and priority to

**Audience:** Business Diploma students who are doing parttime jobs with full time study.

**Behavior:** Improvement in time management and maintaining balance between work and life.

**Conditions:** Following three principles of this training, focus on learning, put honest efforts

**Degree:** 25 minutes training time.

After attending this training, students will learn important lessons of managing time and how to get clarity of tasks with focusing on important tasks with highest efforts.

After understanding prepare four list activity, students will be able to use four list formulae for setting goal duration and achievement activities.

Applying ABCDE technique, students will have clarity of tasks priorities where they will have 90% of accuracy in achieving desired goals.

After giving list of goals, students will be able to include them in master list and create monthly list, weekly list, and daily list accordingly.

After creating four lists, students will separate daily list goals in very high to very low priorities according and make a plan to achieve them in advance.

**Instructional Methods (what method for what content) & Planned activities**

Our target audience is adult learners who are familiar with online zoom lecture so we will conduct this training using 25 minutes online zoom lecture with below steps.

1. **Lecture:** We will start introductory lecture with power point presentation via online zoom meeting which includes introduction and information about why work life balance is important, how to make goals and plan to achieve them, what to put in high priority.
2. **Lecture:** After introduction, we will describe the purpose of training which reflects the importance of this training in maintaining balance between work and life events in further slide share .
3. **Lecture with Practice activity :** after introduction we will provide material with instructions where trainer will follow with students to solve given problem in set the table and prepare four list activities. at this time students will have work life balance check list as a reference and trainer will provide guidance by performing given activities.
4. **Open ended problem(Action Learning):** in this section students will learn ABCDE technique to set priority in daily task list by solving given problem from principal #2 slide share. students will get feed back based on their answers. And they will be given one activity to apply what they have learned.
5. **Discussion:** in this section of training, we will assess the performance of all students by providing feedback and information to how their learned skills will apply on the job and real-life situations. Trainer will remind to use work life balance check list to practice learned skills and better training transfer procedure. Trainees will have chance to ask questions for better practices and trainer will ask questions to evaluate this training program.

**Logistics** (fall 2021- focus on technology, software needed – for trainers and for learners).

1. Stable Internet

2.Operating system: Microsoft windows 10 or above

3.Software: Zoom

Microsoft Office 2020 or above

Internet Explorer11+ or Chrome 30+

1024 X 576 Resolution DirectX10

**Resources - Materials, Supplies:**

1. Nontechnical Materials – Pen

Notebook

Printer(if available)

1. Technical Materials - Internet with minimum bandwidth of 2 – 3 MBPS(down)

Computer/ Laptop

Web Camera

Minimum 5 GB available HDD

**Evaluation technique and materials:**

In the evaluation of this training, we will assess the worthiness of training program by following Kirkpatrick’s hierarchical model. We will use this model to know four different levels of our evaluation towards successful training.

We will create set of questionnaire to know trainees’ reaction, effectiveness of provided material, trainees ability to apply it in real world practices and effect of our training program in their life.

Trainee will answer the question at the end of slide share on chat section of zoom meeting, and we will evaluate them based on answers.

**Lesson Agenda:**

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| --- | --- | --- |
| **Time/Duration** | **What (Instructional method/activities)** | **Trainer(s) Responsible** |
| 9:40 – 9:45 | Lecture – Introduction, Explanation, define Objectives | Dhanvika |
| 9:45 – 9:50 | Lecture with Example Activity | Chatardeep And Dashmeen |
| 9:50 – 9:55 | Open Ended Problem solving | Chirag |
| 9:55 – 10:00 | Discussion/ Questionnaire | Chirag |
| 10:00 – 10:05 | Feedback/ Evaluation | Anmol and Dashmeen |

**References:**

**Textbooks**

1. Alan M Saks, Robert R. Haccoun, Monica Belcort (2018). Managing Performance Through Training and Development, eight Edition.
2. Stephen R. Covey (2013), The 7 Habits Of Highly Effective People
3. Brian Tracy (2007), Eat That Frog

**Web References**

1. https://www.time-management-abilities.com/posec-method.html
2. https://www.mvorganizing.org/what-are-the-5-key-elements-of-time-management/
3. https://www.sthreecareers.com/en/sthree-blog/6-time-management-techniques-for-every-day/
4. https://monday.com/blog/productivity/we-tried-it-eat-that-frog-time-management-technique/
5. https://sites.google.com/site/eatthatfrogfengclient/eat-that-frog-by-brain-tracy/5-abcde-method