**Training Fiche Template**

|  |  |
| --- | --- |
| **Title**  | Work-life balance in tele-working settings |
| **Keywords (meta tag)** | Work-life balance, telework, smart-work, health |
| **Language** | English |
| **Objectives  / Goals / Learning outcomes** | * Understand the importance of work-life balance
* Learn how you can reach work-life balance working remotely
* Know how to improve work-life balance among your remote team
* Master key rules to improve your work-life balance as teleworker
 |
| **Training area: (Select one)** |
| **Online / Digital Marketing / Cyber-Security** |  |
| **E-Commerce / Financing** |  |
| **Digital Well-Being** |  |
| **Smart work / Digital Nomads** | **x** |
| **Description** | The Covid-19 pandemic resulted in a dramatic increase in telework in Europe. Although benefiting from greater flexibility and autonomy, teleworkers often had a greater workload, with a negative impact on work-life balance.An inadequate work-life balance in tele-working settings can have a very negative impact on workers and their wellbeing. Workers and managers should follow certain rules/recommendations to ensure a better work-life balance for remote workers. |
| **Contents arranged in 3 levels** | 1. **Work-life balance in tele-working settings**
	1. **Work-life balance in tele-working settings**

1.1.1 Overview in Europe1.1.2 Definitions1.1.3 Pros and Cons of tele-working 1.1.4 Impact of inadequate work-life balance working remotely 1.1.5 How improve work-life balance among your remote team1.1.6 Tips for a better work-life balance in smart-work |
| **Self-evaluation (multiple choice queries and answers)** | 1. **During the pandemic, who suffered the most in terms of work-life balance?**

a.- only teleworkers b.- all workers **c.- mostly female teleworkers**1. **What is the key element of work-life balance?**

**a.- good balance between work and private life**b.- possibility to work remotelyc.- have at least 3 non-working days per week1. **What is an advantage of tele-working?**

a.- all forms of distractions are eliminated b.- less costs for the employers because employees need to purchase their PCs **c.- better work-life balance**1. **Which action does not improve work-life balance among your remote team?**

**a.- availability to work any day of the week**b.- an effective communication among employeesc.- none of the previous answers1. **What might an effect of a bad work-life balance?**

a.- Depression due to low salaryb.- Anxiety for lack of career development**c.- Decrease of productivity** |
| **Resources (videos, reference link)** |  |
| **Related material** |  |
| **Related PPT** | ESMERALD\_WORKLIFE\_IDP.pptx |
| **Bibliography** | APHC (2021). Work-Life Balance while Teleworking. <https://phc.amedd.army.mil/topics/healthyliving/al/Pages/Work-Life-Balance-While-Teleworking.aspx> Arenofsky, J. (2017). Work–Life Balance. ABC-CLIO.Barron, S. (2020). 9 tips for working from home that can help with work-life balance. <https://resources.owllabs.com/blog/remote-work-life-balance> Frost, A. (2020). 500+ Easy Ways to Get Organized, Stay Productive, and Maintain a Work-Life Balance While Working from Home! Adams Media.OECD. (2020), How's Life? 2020 Measuring Well-being. <https://www.oecd-ilibrary.org/economics/how-s-life/volume-/issue-_9870c393-en> UNICE/UAPME, CEEP, & ETUC. (2002). Framework agreement on Telework. <https://www.asi.is/media/312703/teleworking_agreement_en.pdf>  |
| **Provided by** | IDP |