

drive network

quality health and social care training

COURSE TITLE: TIME MANAGEMENT AND WORK / LIFE BALANCE

YOUR TRAINER: **Juliette Merrett**

Juliette is a specialist occupational therapist who has for many years practised in mental health settings. She has extensive experience in community mental health and is currently managing a team of occupational therapists in an acute in-patient unit near to London.

AIMS AND OBJECTIVES :

To enable participants, often working in pressured practice environments, to maximise the effectiveness of their time at work. As part of this, to ensure that stress levels do not become too high and avoid the risks of 'burn-out' to both the individual and the organisation.

The second major aim is to enable participants to create an effective balance between the demands of their work role and their home life and relationships. The approach and specific techniques will also be useful as a tool in work with clients who are experiencing these difficulties.

DURATION OF COURSE : Whole day (0930 to 1630 with breaks)

NUMBERS : Between 12 and 20 participants

TARGET AUDIENCE :

Practitioners in 'front line' health and social care roles such as Children's Services, Adult Social Care and Community Mental Health Teams. Course participants may be working in either the statutory or voluntary sectors.

TEACHING METHOD :

The course is conceived as a workshop, to enable maximum interaction between trainer and course participants. There is a comprehensive Power Point presentation, combined with individual practice and small group work.

COURSE SYNOPSIS :

- Problem solving techniques
- Using delegation
- Urgent vs. Important Activities
- Effective use of your diary
- Thinking styles which improve performance
- Awareness of mind and body
- Using imagery to challenge negative thoughts