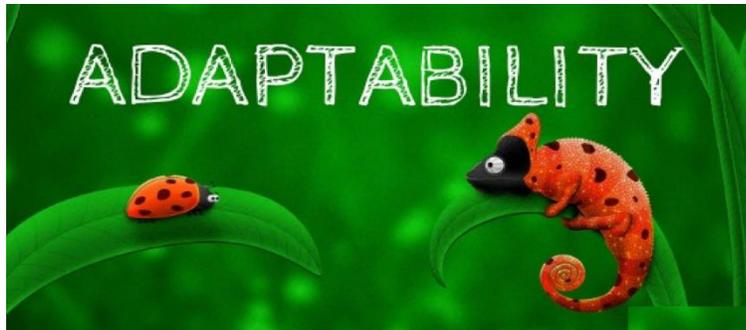


WORK LIFE BALANCE





Work From Home



PEOPLE WANT TO RETURN TO THE WORKPLACE

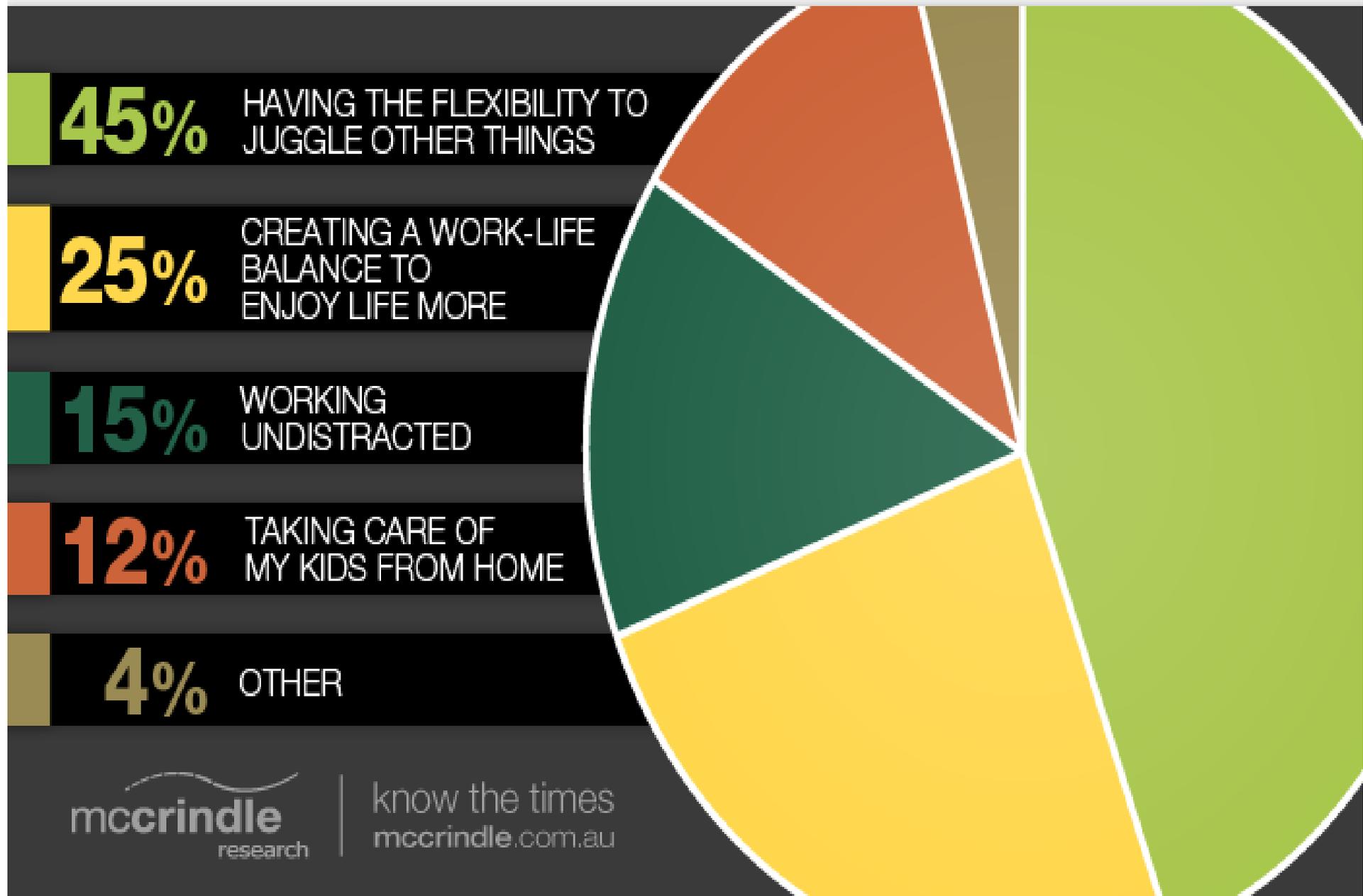
DO YOU PREFER TO GO BACK TO THE OFFICE OR CONTINUE TO WORK FROM HOME?



They want more space (less density) for social distancing and an assigned workspace. These measures can also improve the performance of the workplace, addressing issues of noise and distraction that were already diminishing effectiveness.

Their spaces could be used for other functions when not in use as workspaces, given their intermittent need. Ample social distancing space, and recommended cleaning protocols, will still be crucial.

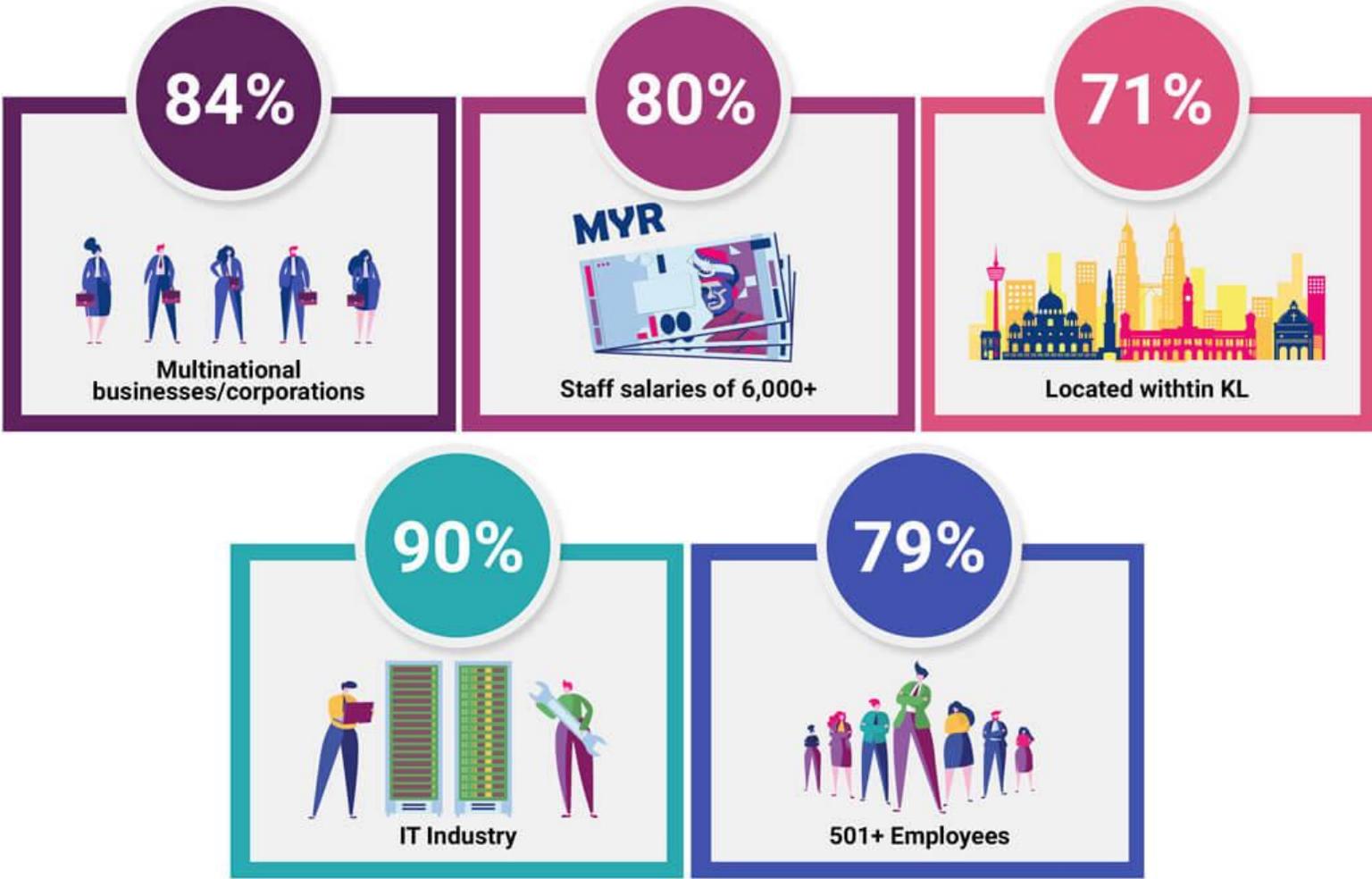
WHAT DO YOU ENJOY MOST ABOUT WORKING FROM HOME?



WORK FROM HOME SERVEY

- <https://home.kpmg/my/en/home/insights/2020/03/the-business-implications-of-coronavirus/the-work-from-home-revolution.html>

Who is More Likely to Work From Home: An Employer Perspective







Work
Life
Balance



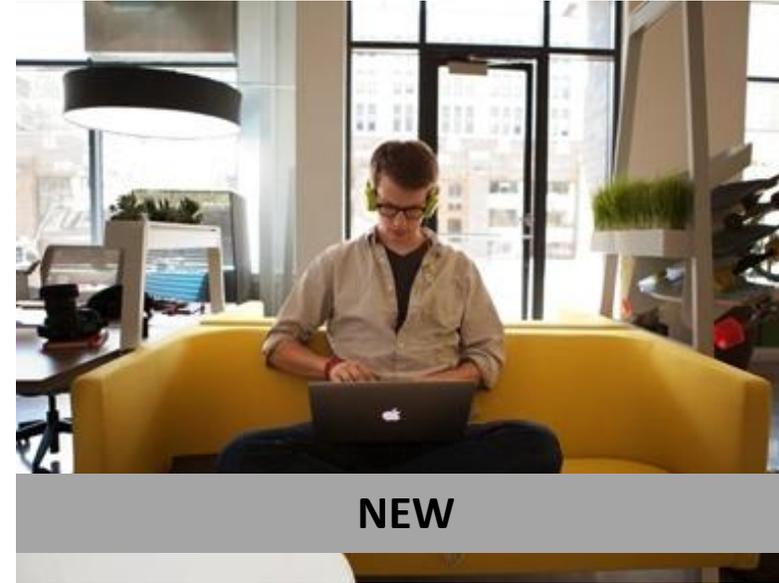
ISU & CABARAN



New value system



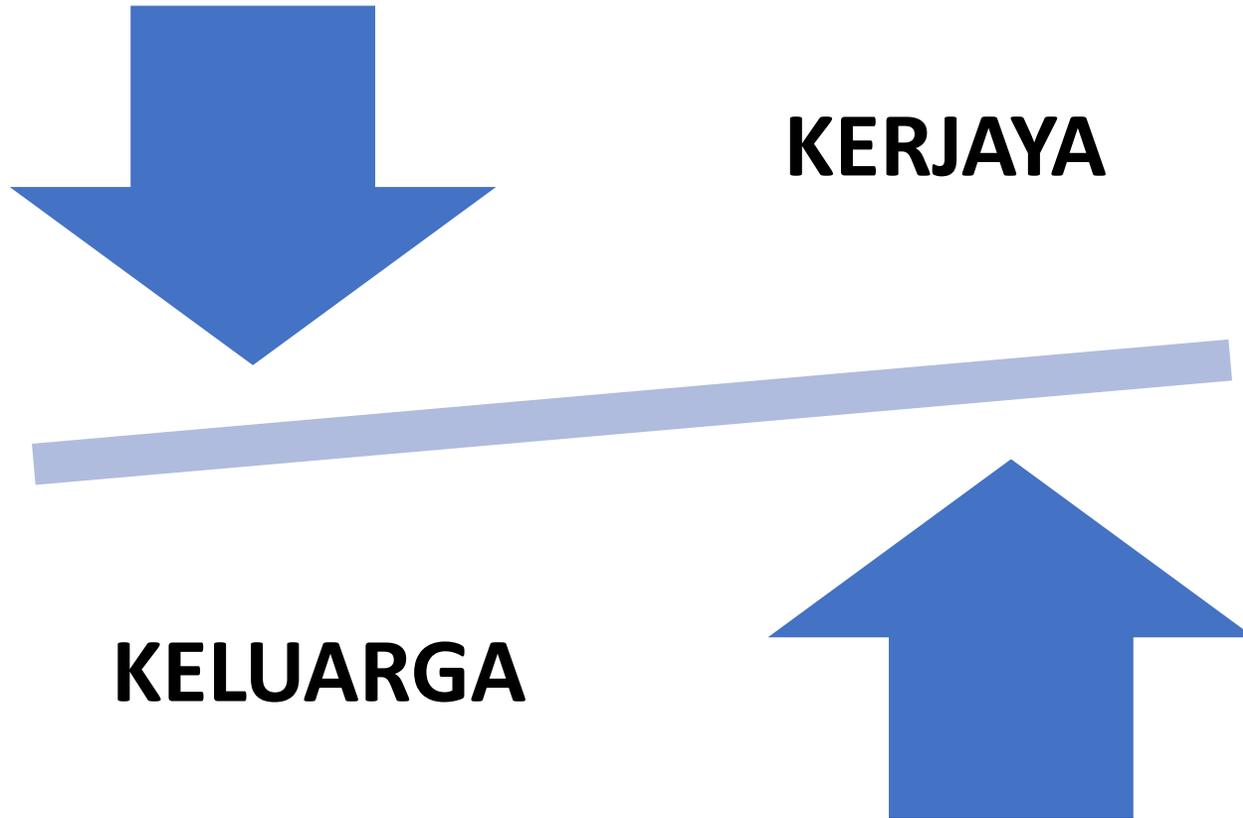
- **LIVE** to work
- **INDIVIDUAL** achievement
- **CORNER** office
- **PRESTIGE**



- Work to **LIVE**
- **GROUP** oriented
- **FLEXIBLE** schedules/social media
- **GIVING BACK**

Source: Intelligence Group – Cassandra Report; 2013

KESEIMBANGAN VS KONFLIK



APAKAH PERANAN KITA?

Keluarga

Kerjaya

Kewangan

Hubungan dengan pasangan

Kesihatan

Penjagaan anak

Penyesuaian dan kepuasan kerjaya

Kenaikan pangkat

Hubungan dengan majikan dan rakan sekerja

INDIVIDUAL

Personal Inventory



IMPORTANT LIFE ASPECTS:	TIME INVESTMENT:		
	High	Medium	Low
Life Partner	✓		
Friends, Acquaintances		✓	
Health (fitness, nutrition, doctor visits)			✓
Finances			
Profession (goal achieving, potential peak)			
Leisure/Hobbies			
Living (moving, change)			
Travel			
Professional development			

CONFLICT MANAGEMENT

Conflict may be defined as friction between individuals due to differences of opinions, ideas, beliefs, values, needs or objectives.

Types of Conflict



Interpersonal conflict



Functional conflict

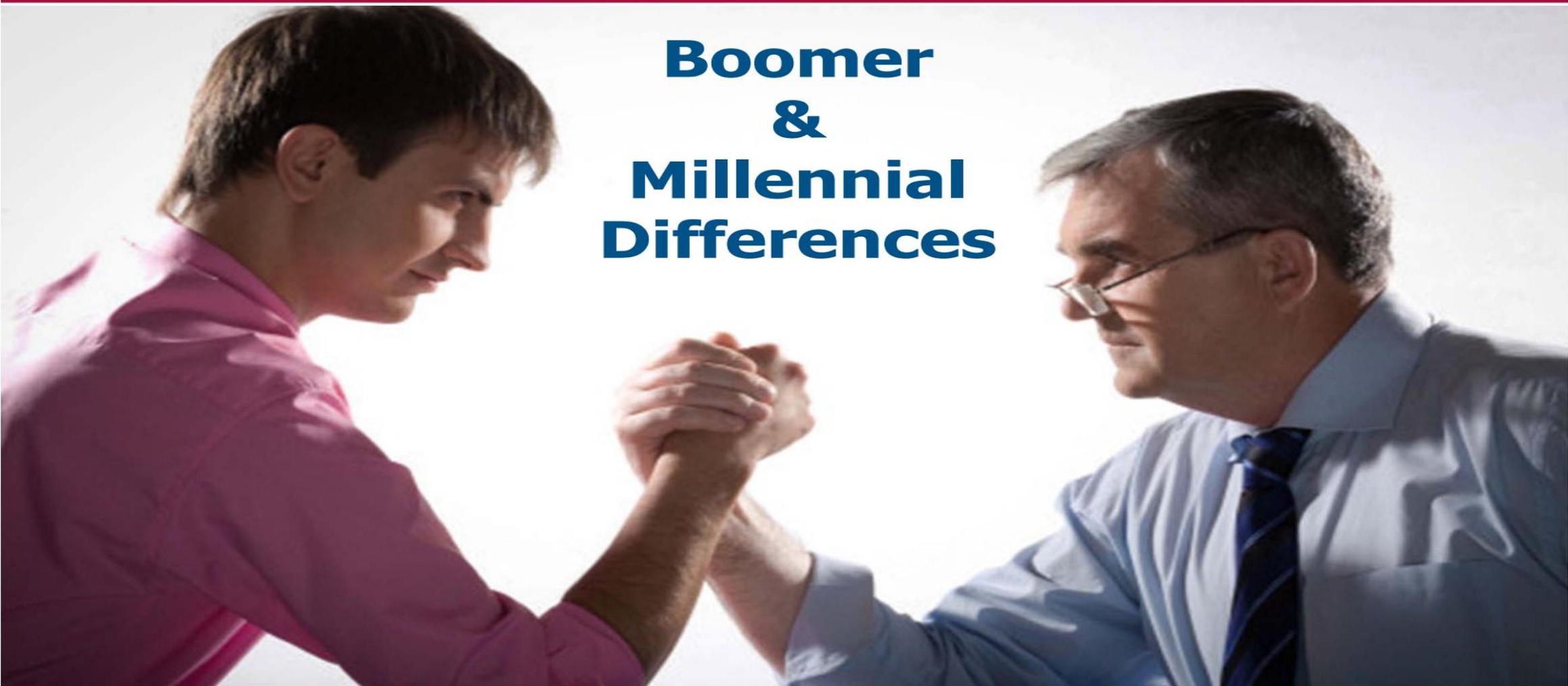


Intergroup conflict



Why does conflict arise?



A photograph of two men shaking hands. The man on the left is younger, with dark hair, wearing a pink button-down shirt. The man on the right is older, with grey hair and glasses, wearing a light blue button-down shirt and a dark blue striped tie. They are both looking at each other with slight smiles. The background is a plain, light-colored wall. The image is framed by a blue border at the top and bottom, with a decorative white and blue striped pattern separating the top and bottom borders.

Boomer & Millennial Differences

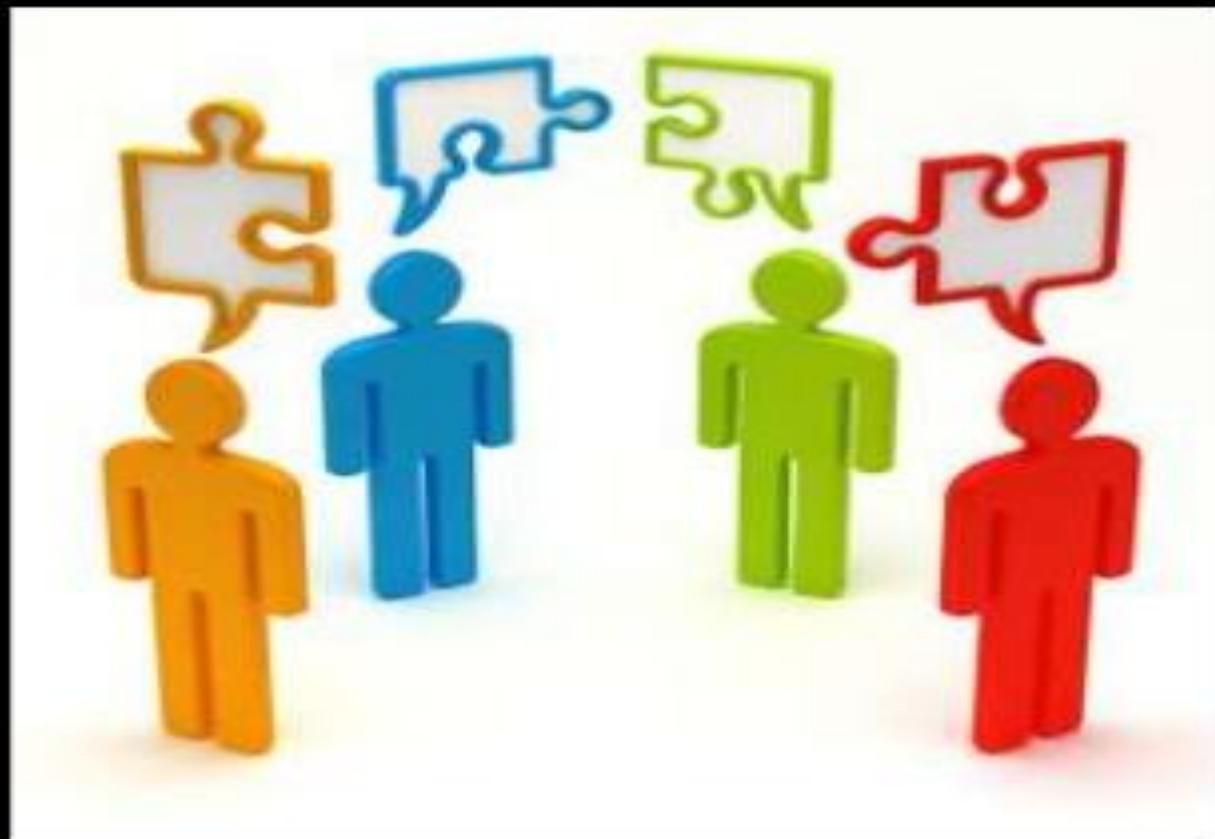
No two people are alike



See things differently



Different ideologies



Different approaches to problem-solving



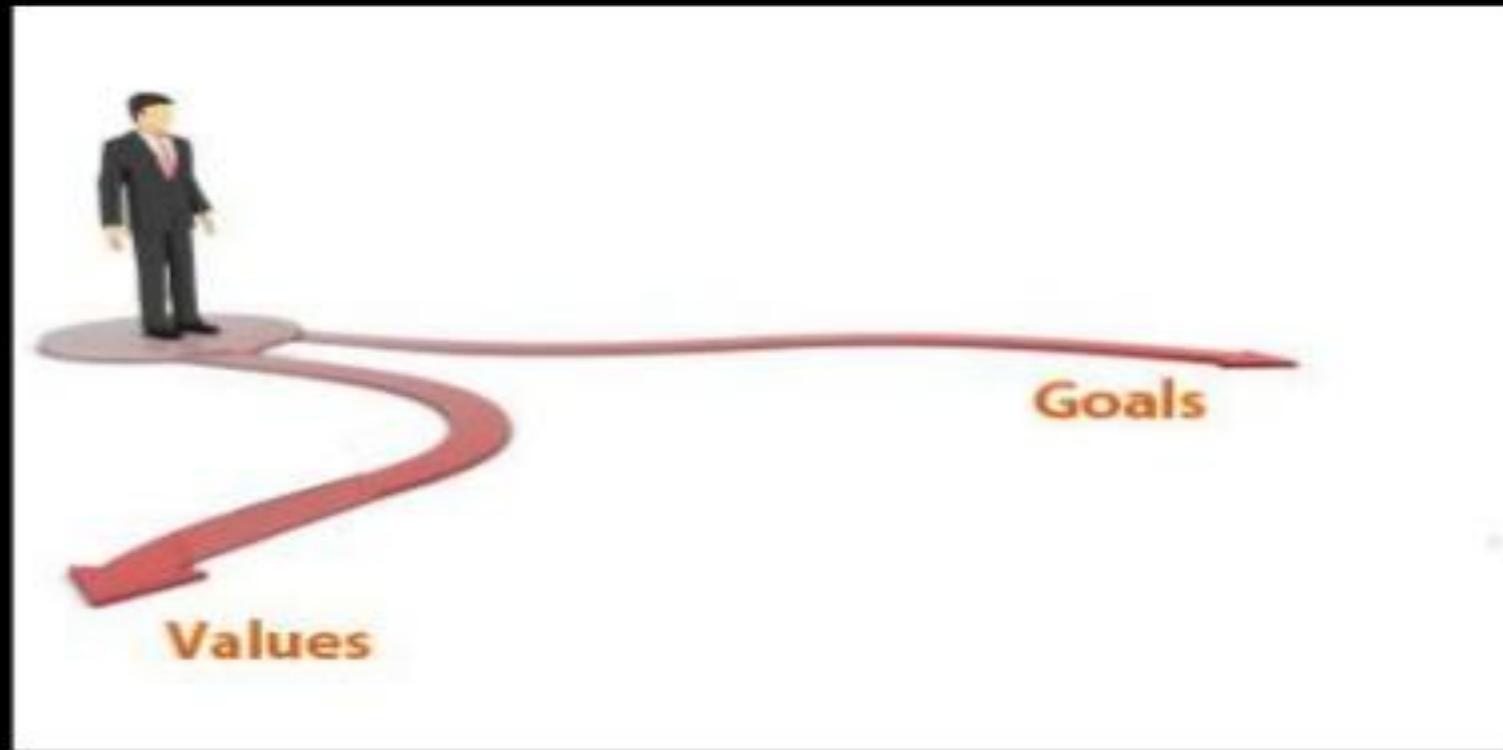
Poor communication channels



Competition for limited resources



Differences in goals and values



Effects of conflicts



1. Positive effects of conflicts



Triggers the need for searching for new facts and solutions.

Improves group cohesiveness

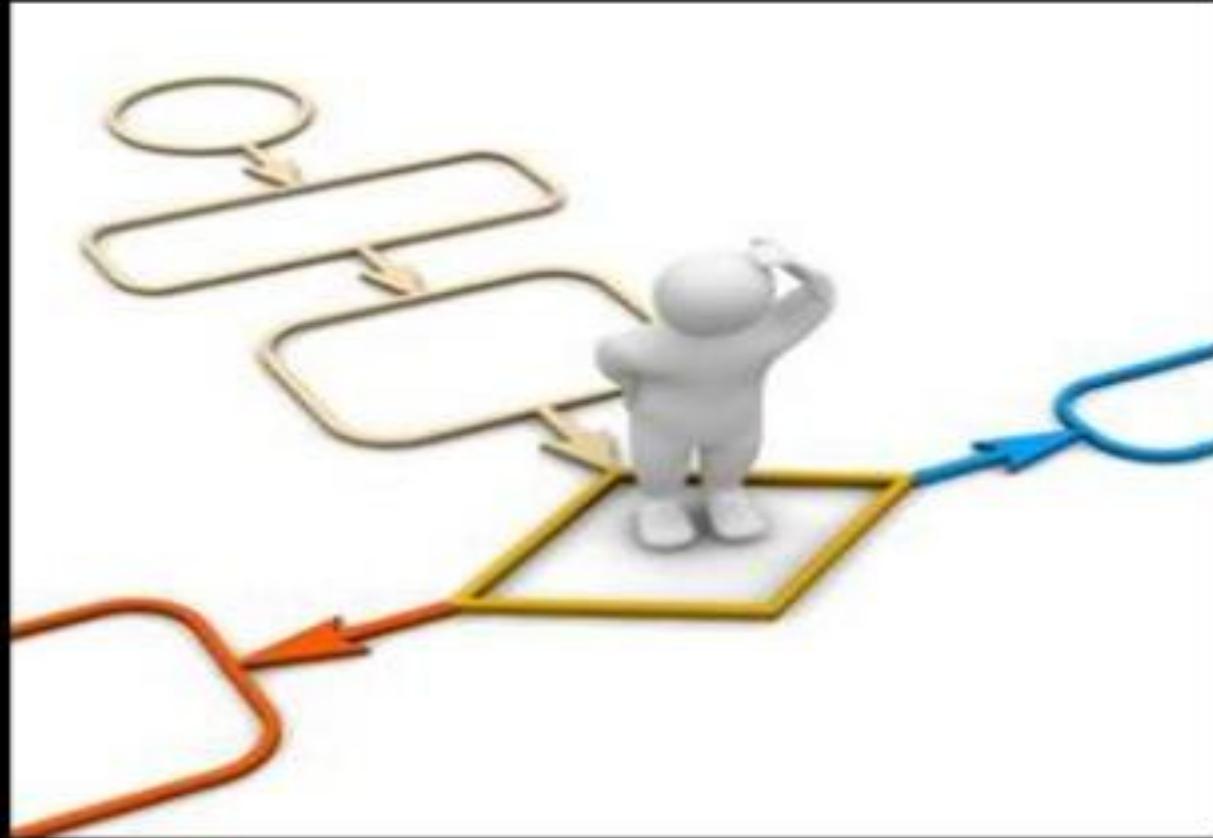


2. Negative effects of conflicts

Reduces productivity



Delays the decision-making process



How do you deal with conflict situations?



Negotiate



Solve the problem



Communication Skills



1. Listening

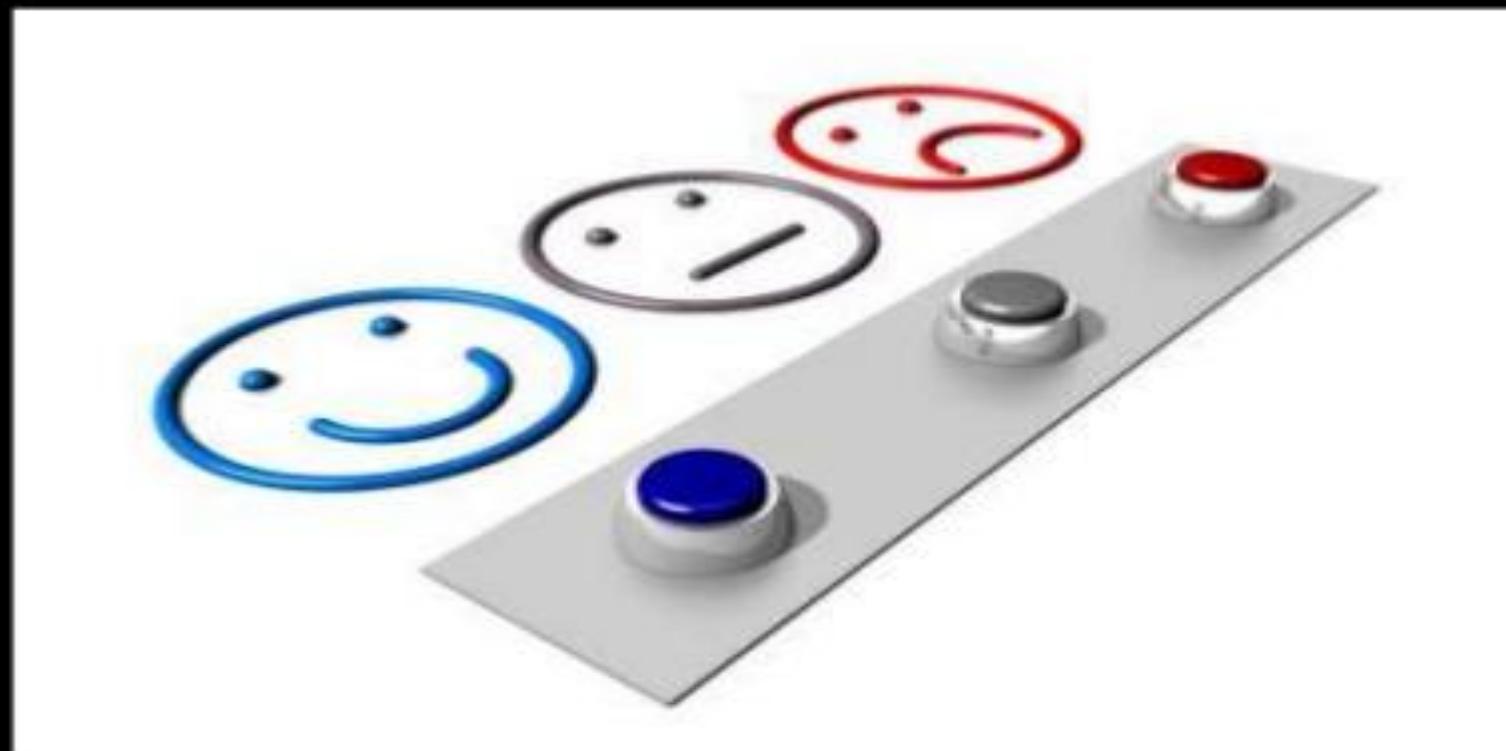
2. Asking Question



Assertive action



Manage emotions and tempers



Resolve the conflict in a healthy way



Be polite and respectful





Eight Steps to Conflict Resolution



1. Create an effective atmosphere

- Preparation
- Allow time
- Avoid distractions
- Pick a non-threatening place
- Choose carefully initial comments, atmosphere of partnership
- Your turn/My turn



Your Turn/My Turn

Your Turn:

- You go first
- Disarms the other person
- Activate your listening skills
- Paraphrase

My Turn:

- May I give my side of the story?
- Describe problems without blaming



2. Clarify perceptions

- Is conflict an isolated event or another in a long list?
- Identify what the conflict is about and what it is not about
- Organize the points of the conflict from major to minor



3. Focus on individual and shared needs

- Don't confuse needs with desires
- Always put yourself in the place of the other party
- Identify areas of common interest



4. Look to the future ~ not the past

- Don't let the past rule your thinking
- Learn from the past –
 - Remind each other of past positive times

Avoid the “HOT” buttons

- Politics
- Religion
- Sex



- Practice the Power of Forgiveness



5. Generate options

- Prepare some options in advance
- Focus on options that deal with shared needs
- Seek options and common ground from other party
- Value past experiences



6. Develop "*do-ables*" and stepping stones

- Pick the low hanging fruit first
- Start with the small steps
- "Do-ables" are not ends, only steps



7. Strive for mutual benefit agreements

- Establish a partnership on the issue
- Create a new beginning
- Focus on solutions ~ not blame

8. Flexibility - key to conflict resolution

- Be conciliatory
- Apologizing
- Conceding
- Expressing positive feelings for the other
- Initiating a win-win approach



The Five Ways to Wellbeing



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



Your time,
your words,
your presence



REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY

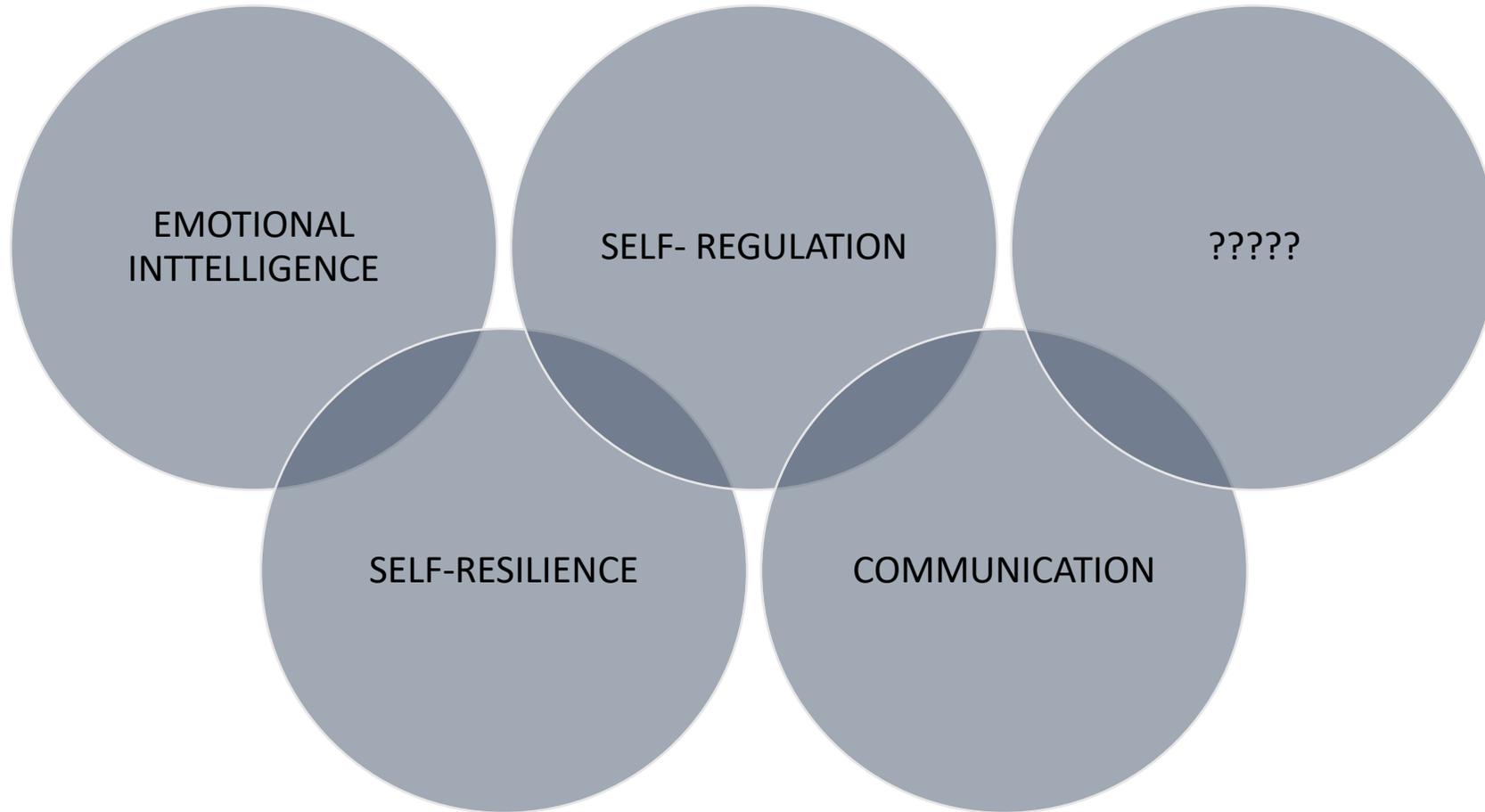


EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF



DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD

FOKUS PREVENTION & INTERVENTION PROGRAM



Aspects of Emotional Intelligence





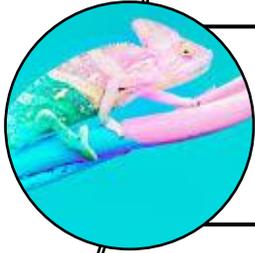
SELF-CONTROL

- Anda tetap kekal tenang dan rasional. Berfikir dahulu sebelum bertindak



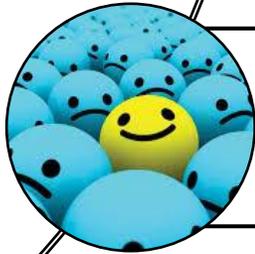
DEPENDABILITY

- Menyelesaikan tugas/membantu orang lain



ADAPTABILITY

- Boleh menyesuaikan tindak balas dan emosi yang berbeza dalam pelbagai situasi.



OPTIMISM

- Cabaran sebagai peluang