



Work-Life Balance

Course Syllabus

Course Overview

Description

Employees with lives out of balance are at greater risk for burnout, disengagement, and absenteeism. There's no secret formula for balancing the demands of work with those of home and family life. Work-life balance can only be accomplished through clarity in personal purpose and priorities.

Duration: Approximately 20 min

Objectives

After you complete this course, you will be able to:

- Explain what work-life balance looks like in your life
- Recognize the signs that your life is out of balance
- Find personal solutions to create more balance

Required Materials

The course contains all required materials. No additional materials are necessary.

Course Outline

Introduction

- Scenario practice
- Course overview
- Course objectives

Module 1: Defining Your Work-Life Balance

- Definition
- Ask an expert
- Creating a work-life balance vision statement

Module 2: When You're Out of Balance

- Recognizing the signs
- Practice activity
- Finding personal solutions to create more balance



- 3-step solution
- Summary and review

Course Administration

Earning Your Certificate

The course provides you with multiple attempts to pass the final assessment. You must receive a score of 70% or better to receive your Certificate of Completion. If you do not pass the assessment, it is recommended that you review the course and accompanying materials before you retake the assessment.

Completion Deadline

You have 12 months from the subscription date to complete the course. You may complete the course at any time during this period.

Policies

All learners must be honest and forthright in their professional development activities. Learners are expected to complete their own coursework.

Course Evaluation

After you have earned your certificate, you will have an opportunity to provide feedback that assists the design and development team with course improvement.

Course Contributions

AllRegs® by Ellie Mae courses are developed through the combined efforts of industry experts, instructional designers, and course developers.

Technical Requirements and Support

You must have an Internet connection and an Internet browser that supports the course files. Refer to the [Ellie Mae Academy FAQs](#) to ensure your browser supports our courseware, and to address any additional questions you may have.

Course Help

For additional assistance, email learning@elliemae.com. Please provide the following details:

- Course title
- Related screen number(s)
- Browser and version
- Your contact information