



ENHANCING WORK-LIFE BALANCE through
**EFFECTIVE
MONEY & WORK
MANAGEMENT**™

- an indispensable effectiveness program for all levels of the organization

- A Comprehensive exploration of the 9 Core Pillars of Money and Work Management
- Case Study and Action Planning - Managing Money, Managing Work, Managing Life
- Duration: 3 days

Good Money Management Skills
translate directly to Innovative Work Management Skills!

Rationale



Organizations globally, both large and small, are keenly aware of the *challenge* of keeping pace with their staff's monetary and motivational needs.

A highly effective action for organizations to take is to provide their people with the right *knowledge, skills and attitudes* to manage their money - *maximize utility* and satisfaction based on their current income and realistic projected growth.

Approach



This hands-on and discussion driven program provides organizational participants with the tools and skills to *identify, evaluate and put to practice* focused money management skills. Linkages between how these *positively enhance work skills and attitudes* will be made, with a focus on developing an *Action Plan*.

Benefits to the Organization



The focus, energy and motivation that people have in the organizational environment are often linked to money directly or indirectly. Effective skills and attitudes of money management, apply to managing *work effectiveness*:

- Analytical understanding of current situations and circumstances
- Focus to set both short-term and long-term goals
- Ability to balance effort-rewards for the short-term and long-term
- Ability to think ahead in order to construct strategic approaches
- Right attitude and discipline to stay-the-course
- Ability to distinguish between urgency and importance of tasks and issues
- Correct level of flexibility to execute tactical measures
- Understanding of risks that are objective-driven
- Ability to utilize both qualitative and quantitative approaches

Staff who manage their own money well, would also recognize the importance of organizational *budgetary planning and discipline*, whether as managers, supervisors or executors. This work-life balance benefits both work and life.

Benefits to the Participants



People who are at *equilibrium* with their money would simply be more *focused and effective* in their work and career – including our relationships with superiors, staff, friends and families.

Understanding and managing your money better has a direct benefit of decisively enhancing our *sense of security and confidence* in many things we do, including the way we approach work.

Participants in this interactive program would understand the *multi-varied aspects* of money management – and get the opportunity to evaluate their own money situations and practise with case scenarios.

Who Must Attend



Managing money is a *skillset and construct* that applies to all levels and roles in the organization – directors, managers, professionals, SMEs, project staff, operational staff, etc.

However much we earn, it is well-known that our need for money has a knack for catching up very quickly with our earnings. Hence, the need for *proactive long-term* money management applies to all.

Organizations are encouraged to organize groupings of participants with similar income bands, as their issues, challenges and approaches would have many similarities.

Staff who have the **discipline and know-how** to make tactical and strategic decisions to manage their own money well would certainly bring the same principles and practice into their work.

PROGRAMME OUTLINE



Focus: Knowing Sure Steps

- Profiling Questionnaire and Analysis
 - participants get clarity on their attitudes and approaches towards their money and work
- A qualitative and quantitative Understanding of the *Value of Money* and the application of Maslow's Hierarchy to enhance motivational orientation.
- The 4 U Principles of *Money and Work Management*:
Understand | Utilize | Upsize | Unload
- A Comprehensive exploration of the 9 Core Pillars of Money and Work Management:
Risk | Income | Protection | Expense | Investment | Savings | Enrichment | Leverage | Legacy
- How the above principles and pillars apply to effective work management



Focus: Putting to Practice Sure Steps

- Day 2 would be highly interactive. It would begin with a review of the key concepts via a mid-session Test and Review.
- Hands-on Practice on *Key Monetary Ratios* on personal *financial* and *work health*.
- Creating a *Net Worth Statement* for money and work.
- Case Study Preparation and Presentation
 - *Managing Money, Managing Work, Managing Life*
 - Participant groups will perform both a qualitative and quantitative analysis of these cases, and discuss and present appropriate actions.



Focus: Planning for Reality Sure Steps

- Participants review the learnings from the last two days with a highlight on how these skillsets would impact both their real-life money management and work management.
- Demonstration of the *MM Pro Lite™* tool. This tool will be given to participants for their usage in their real-life long-term money management activities.
(Note: This is not an investment tool)
- Participants would be required to draw up an individual *Action Plan*, for the short-term as well as the long-term, for their money management and work management strategies.
- Post-Program Evaluation, Review and Follow-Ups.

When we feel good about our money, we feel good about ourselves.
When we feel good about ourselves, we do good work.

REGISTRATION FORM



Enhancing Work-Life Balance through Effective Money & Work Management
(Dates will be provided separately. Venue to be confirmed.)

- I would like to register _____ participants at S\$988 per participant (4 & below). (Usual rate is S\$1,450)
- I would like to register _____ participants at S\$868 per participant (above 4). (Usual rate is S\$1,450)
- I would like to organize an in-house session for our staff. Please contact me to discuss on your special rates for corporate group training.
- I would like to register as a decision maker who decides on corporate training for our staff. Please contact me to discuss your special corporate rates for evaluation purposes.
- I would like to be contacted about your other corporate training programs:

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Contact Person's Details

Name: Mr/Mrs/Ms/Dr
Designation: HP: DID:
E-mail: Fax:
Company:
Address: S'pore

Please email, fax or send registration form and cheque (by mail) to Strategic Pro Pte Ltd, 190 Middle Road, #19-05, Singapore 188979. Fax: 6826 1115. Tel: 6826 1119 / 6826 1245.
Email: admin@strategicpro.org. We will acknowledge receipt of your registration as soon as possible by e-mail, phone or post.

Other corporate training programs (can be customized):

- Masterful Leadership
- Managers as Effective Coaches
- Conflict Management
- Change Management
- Leading Teams to Success
- Negotiation Skills
- High Impact Presentation Skills
- Savvy and Effective Communication Skills
- Effective Customer Interfacing & Servicing
- Principles and Practices of Customer Service
- Essential Communication Skills for Delivering Sales
- Solutions Focused Sales
- Effective Finance for Non-Finance Executives
- Fundamentals of Successful Project Management
- Leadership in Successful Projects
- PMP® Certification Program
- Stakeholders Analysis and Management
- Strategic Business Leadership
- Strategic Business Planning
- Driving Business Strategies
- Process Management
- Process Thinking, Work Effectiveness Approach

Please enquire for training programs not listed here.

Participants will be given a comprehensive software tool (MM Pro Lite™) to bring them towards their **real-life money management goals.**