

People Matters

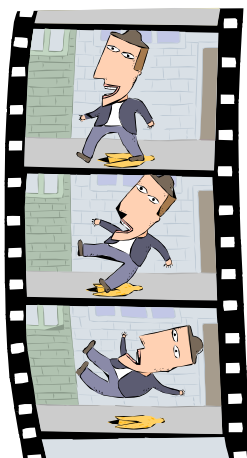
February 2008

PD News



This month we **welcome back both Laura and Shannon** from their overseas trips. Laura has been in Vietnam throughout January, but returns to work on Thursday 7th February. Following her trip to Europe, Shannon has returned to her working hours of full days Monday and Tuesday, and mornings until 1.30pm on Wednesday and Thursday.

In our last issue we began our series on the **Top Six worries that managers have**. We continue this month with the second issue—that of attaining and maintaining work-life balance.



Issue #2: Losing your balance

The concept of '**work-life balance**' has become increasingly important in recent times. This has come hand in hand with an increased awareness of the importance of nurturing individual wellbeing and development.

However, the term can have vastly different meanings for different people, highlighting the pivotal role individuals have in forming their own view of what a work-life balance is to them.

The first step to achieving any goal is to ensure it is clearly defined and understood. For a work-life balance this means establishing clear priorities and expectations for both arenas. This may mean spending more time with family, pursuing personal interests or simply scaling back on work commitments.

The next crucial step is to communicate these priorities to those involved in making them a reality. Clear and open communication is vital to ensure no unnecessary stress is experienced by either party.

Finally, it is vital to ensure that employees are given a supportive environment in which both personal and professional interests are recognised and kept in mind. Problems with balancing work and private lives can lead to increased stress, dissatisfaction and a loss of productivity.

Increasing workplace flexibility does not have to come at the cost of productivity or job satisfaction. In fact, employees who feel that they have a work-life balance and that this balance is supported by their employer will be happier, more enthusiastic and more efficient in the professional environment.



Legal Update

Did you know that you can download all of the most recent **WorkSafe guides**, including general and industry-specific guides, on the WorkSafe website?

To access the guides, simply go to www.worksafe.vic.gov.au, follow the link to "Forms and Publications" and select "Your Guide" from the drop down list of Document Types.



Do you have a question you would like answered? Let us know - your suggestions for topics are welcome.

If you know someone who would be interested in People Matters let us know and we will forward a copy to them.

T 03 9510 3740

F 03 9510 9206

*Previous editions of People Matters are available on our website - **downloads page***