



Course Title:	Essential Elements of Work-Life Balance
Delivery Method:	Web Based Training (WBT) – Self Paced
Contact Hours:	1 Hour
Registration:	Price: \$15 Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials.
Course Contact:	Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. Procurement U staff will respond promptly.

Course Description:

This Procurement U online course is designed to cover the concepts of work-life balance, stress management, time management, and how to utilize those concepts so they are most effective in your life.

Suggested Audience: Any government professional seeking a better balance between work and life, as well as a better understanding of stress and time management.

Goal(s):

To provide procurement professionals with strategies and resources to help manage stress, time and ability to balance personal and professional priorities.

Learning Objectives:

Upon completion of this course participants will be able to:

1. Explain what work-life balance looks like in your life.
2. Recognize the signs that your life is out of balance.
3. Find personal solutions to create more balance.
4. Define stress.
5. Identify types of chronic and acute stress.
6. List your personal stress triggers.
7. Describe the negative impacts of stress in a person's life.
8. Discuss various lifestyle changes and behaviors that can help minimize stress.
9. Explain your personal plan for reducing stress and its impact in your life.
10. Define time management.
11. Prioritize, Plan, and Prevent Procrastination (the 3 Ps) to manage time.
12. Describe ways to address time management issues.

Assessment of Learning:

Participant's learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post exam is required for the course to be considered complete and eligible for continuing education units (CEUs).

Universal Public Procurement Certification Council (UPPCC):

Certified Public Procurement Officer (CPPO) - Domain I: Procurement Administration, Knowledge Statement T – Professional Values, Knowledge Statement W – Personnel Management

Certified Public Procurement Buyer (CPPB) – Domain I: Procurement Administration, Knowledge Statement T – Professional Values, Knowledge Statement W – Personnel Management

Course Technology Requirements:

- Internet Connection
- Access to [Procurement U LMS](#)
- Ability to play and listen to audio through computer speakers or headphones

Course Structure:

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. In order to enhance engagement and learning, relevant audio has been used. Additionally, there are interactive elements, and exercises incorporated into the course that require the user to apply their own knowledge and experiences. Real life examples and links to public resources have been included as well. Please note that this course does have narration at certain points.

Course Completion Requirements for CEUs:

In order to receive CEUs, participants in this course are required to review each section of the course and complete a short quiz at the end of each module. Completion of each module quiz is required for the course to be considered complete and eligible for contact hours.

A certificate of completion showing earned contact hours is available at the completion of the course and is found in the [Transcript](#) menu. You can export the certificate as a PDF and/or print it for your records.

Cancellation & Refund Policy:

All cancellations must be made in writing and emailed to procurementu@naspo.org. Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.

Proprietary Interest Policy:

Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

Privacy and Information Security Policy:

NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please [click here](#).