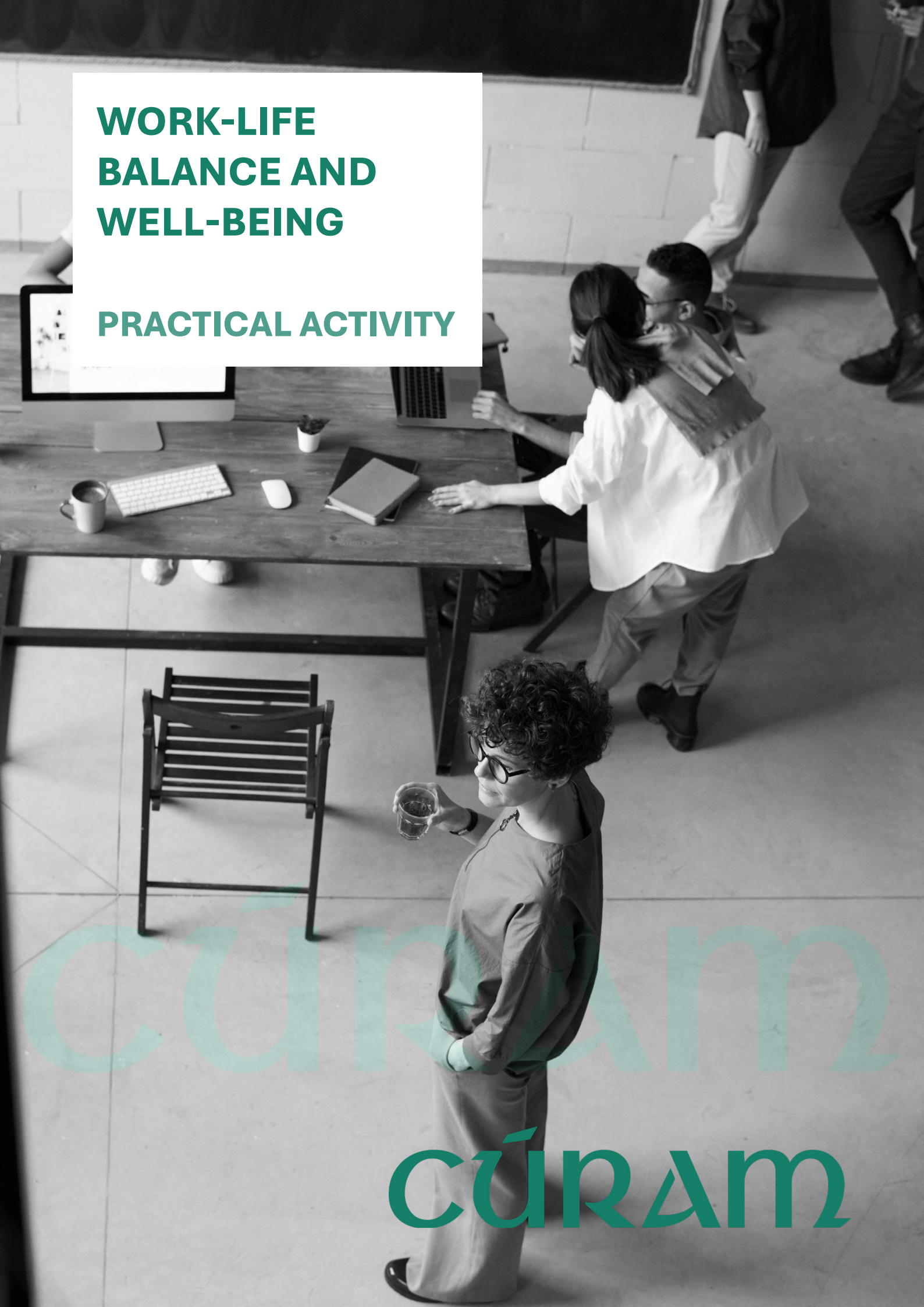




WORK-LIFE BALANCE AND WELL-BEING

PRACTICAL ACTIVITY

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THEMATIC AREA

Work-Life Balance and Well-being

ACTIVITY TITLE AND INTRODUCTION

Better workplace for everyone!

This activity is designed to help organisations to better understand and support employees with unpaid caregiving responsibilities. The activity is collaborative, bringing employees together to share perspectives, build empathy, and develop a sense of shared ownership over solutions. It is empowering, giving employees a real voice in shaping policies and culture so they feel heard and valued. It is also actionable, generating practical ideas that HR can pilot or implement to improve well-being, productivity, and retention. This activity is especially beneficial because it surfaces insights that surveys alone cannot capture, identifies realistic employee-driven solutions, strengthens trust between employees and HR, and helps create a more inclusive and supportive workplace culture that reduces burnout and improves morale.

PHOTO



[Image](#) by freepik

DURATION OF ACTIVITY (IN MINUTES)

60 minutes

LEARNING OUTCOMES

- Understand the challenges faced by colleagues who manage unpaid caregiving responsibilities and how this affects their well-being and work performance.
- Work together to create practical solutions that help balance work and life and promote a fair workplace culture.
- Support caregivers with inclusive policies that boost retention, productivity, and team morale.

AIM OF THE ACTIVITY

The aim of this activity is to engage learners (employees) in co-creating practical, inclusive solutions that support work-life balance and recognise the impact of unpaid care responsibilities - while highlighting the business benefits of equitable caregiving.

MATERIALS REQUIRED FOR ACTIVITY

- Flipcharts and markers
- Post-its and pens
- Timer or clock
- Voting tools: sticky dots, markers, or an online polling tool
- Notepads and pens for individual reflection

STEP-BY-STEP INSTRUCTIONS

Step 1. Icebreaker (5 minutes)

The facilitator welcomes the participants and briefly states the purpose of the session: to explore how the workplace can better support employees with unpaid caregiving responsibilities. The facilitator explains that caregiving experiences can be personal and asks everyone to listen respectfully. The facilitator invites participants to reflect on their own or observed caregiving experiences at work, without naming individuals.

The facilitator asks guiding questions such as:

- Have you or someone you work with needed to take time off for caregiving? What did that look like?
- How do caregiving demands tend to impact work schedules or stress levels?
- What types of support have you seen - or wished for?

Step 2. Introduction to the Topic (5 minutes)

The facilitator moves on to the next discussion by emphasising that unpaid caregiving is common and increasingly affects workplace well-being. The facilitator poses the central question:

- How can we design a workplace that supports employees with unpaid caregiving responsibilities?
- In what way can we improve well-being, productivity, and retention?

The facilitator briefly explains key concepts, including:

- The stress and emotional toll of unequal caregiving.
- The links between caregiving, burnout, and absenteeism.
- The business case for equal caregiving: improved morale, lower turnover, and stronger team culture.

Step 3. Group Activity (30 minutes)

The facilitator divides the participants into small cross-functional groups of 3 - 5 people. The facilitator instructs each group to design one or more solutions that support employees with caregiving responsibilities, using flipcharts, sticky notes, or digital tools.

The facilitator presents three possible focus areas:

- Policy ideas (flexible hours/compressed workweek, caregiver leave, job-sharing, predictable scheduling, protected time blocks, for example - no meetings before 10 am or after 4 pm)
- Cultural initiatives (peer support circles, manager empathy training, mentorship programs, celebrating Caregiver Appreciation Week internally, encouraging leaders to share their own caregiving stories or challenges)
- Communication campaigns (awareness posters, storytelling series, a monthly caregiver spotlight in the company newsletter, an online hub devoted to caregiving resources)

The facilitator encourages creativity and asks each group to identify:

- The challenge they are solving
- Their proposed solution
- How it would benefit caregivers and the organisation

Step 4. Presentations (15 minutes)

The facilitator asks each group to present their idea in a brief 2-minute pitch that includes the problem, the solution, and its expected impact.

The facilitator introduces a simple voting method (sticky dots, a show of hands, digital poll).

The facilitator asks participants to vote for the idea that is most:

- Impactful
- Feasible
- Inclusive

The facilitator announces the top-voted idea(s). The facilitator commits on behalf of HR to explore next steps, such as forming a working group or preparing a proposal for leadership.

Step 5. Reflection (5 minutes)

The facilitator invites participants to take one minute of silent reflection.

The facilitator can guide the reflection with questions, like:

- What did you learn today about caregiving and work-life balance?
- What surprised you?
- What will you do differently as a colleague or leader?

The facilitator invites a few volunteers to share (optional).

The facilitator closes by thanking participants and reaffirming the organisation's commitment to supporting employees with caregiving responsibilities.

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