Module A:
Introduction

Objective

In module 1 the trainer and the participants have the opportunity to get to know each other. Furthermore the aim is to introduce the participants to the topic and present the agenda for the seminar.

Contents / steps / methodological references

After a short welcome to the seminar the trainer introduces himself/herself, then the participants say their names, talk a little bit about their professional background, why they participate in the seminar and what expectations they have. The trainer presents the agenda of the seminar and relates to the expectations of the participants *(15 minutes).*

Afterwards, the trainer begins with a short interactive exercise *(15 minutes)* that reveals a little bit more about the professional background of the participants and their knowledge and attitudes regarding work-life-balance. As a method it is advisable to use an interactive approach, e.g. a sociometry.

<u>Methodological references on a sociometry:</u>
The trainer asks different questions. After every question, he/she asks the participants to align on an imaginary scale (the scale may be visualised with moderation cards). Then he/she asks the participants individually about their point of view.
Possible questions could be: "How many people does your company employ?" (Scale: less than 15 employees, 15-50 employees, 50-100 employees, more than 100 employees). "Does your company mainly work in the production sector or in the service sector?" (Scale: production sector, service sector). "How do you estimate your knowledge concerning work-life-balance on a scale from 1 to 10?" (Scale: 1 to 10). "On a scale from 1 to 10: How do you estimate the state of implementation of work-life-balance policies and measures in your company?" (Scale: 1 to 10).
All participants should take part in the exercise actively. This can be facilitated by the trainer addressing the participants directly.