<table>
<thead>
<tr>
<th>TSC Category</th>
<th>People Management</th>
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<tbody>
<tr>
<td>TSC</td>
<td>Work-Life Harmony</td>
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<tr>
<td>TSC Description</td>
<td>Drive the practice of work-life initiatives to enhance employees’ quality of life and optimise business performance</td>
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<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<td>HAS-PDV-6052-1.1</td>
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- Lead work-life balance and wellness measures to motivate staff and enhance productivity

**Knowledge**

- Types of lifestyle expectations
- Negative behaviours affecting lifestyle expectations
- Methods of identifying employees’ satisfaction levels towards work-life harmony
- Organisational guidelines for work-life harmony programmes and initiatives
- Project management and types of efficiency tools available for programme implementation
- Benefits and costs of wellness programmes
- Communication systems applicable for communities of practice
- Organisational guidelines for streamlining and implementing new processes and procedures
- Organisation’s establishment requirements for work goals, manpower availability and
Abilities

- Manage lifestyle satisfaction expectations
- Review operational standards and workplace efficiency
- Create value structure that incorporates work-life harmony programmes and projects
- Create programmes for streamlining communications, increasing productivity, and reducing stress
- Implement and monitor work-life harmony action programmes that celebrate successes and reward positive behaviours
- Facilitate communities of practice to support professional and personal needs
- Determine employees’ satisfaction levels towards work-life harmony