

Financial Literacy

Budget & Savings Workshop

Instructor Guide

Goodwill of Central and Northern Arizona
&
Goodwill of Monocacy Valley

Budget & Saving Basics Workshop

Purpose

The purpose of this workshop is to provide a basic knowledge of Financial Literacy. The information in this workshop will introduce learners to the foundational concepts of creating a personal budget.

How to Use This Guide

This instructor guide will help you deliver the Budget & Savings Basics workshop. Explanations of what to say, what to do, and how to conduct activities, if applicable, are provided within this guide; however, you can use the left side of each page to enter your own notes to help you train this workshop.

You will also see PG referenced throughout this material, it stands for Participant Guide. References will only be provided when relevant to the training.

Durations, if provided, are estimates only and may not reflect the final training.

Materials Needed

Use the following materials as you train in this workshop:

- Budget & Savings Basics PPT
- Budget & Savings Basics Participant Guide

Budget & Saving Basics Workshop



Slide 1: Title Slide

Estimated duration:

Participant Guide Page:

Notes:

Say: Welcome to the Financial Literacy- Budget & Saving workshop.

This course will focus on expanding your knowledge of the budgeting and saving options available, including why saving is significant, assessing your finances, making a budget plan, and money-saving tips.


Facilitator Note: Have participants print off a copy of the PG. If they can't print, they can digitally fill out the PDF.

Explain: Any materials that participants need before starting the course (e.g., pen/pencil, PG or other handouts/materials, etc.).

(For virtual training) Participants should ensure that their technology is working correctly (i.e., audio, video, and internet connection).

Budget & Saving Basics Workshop

Introductions



GETTING TO KNOW YOU

- Your name
- Dream destination
- Dream job

Slide 2: Introductions

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Introductions

Say: Before we begin, I would like to take a moment to introduce myself to you since we will be spending some time together today.

Facilitator Note: Be prepared to introduce yourself to the learners briefly.

Information you should cover in your introduction includes:

- Your name
- Your title
- How long have you worked for Goodwill?
- Why do you love working for Goodwill?

Learner Introductions:

Say: I would like to take a moment and get to know each of you better. Let's go around the room and introduce ourselves. When it is your turn to speak, I would like you to tell us the following:

- Your Name
- What field of work are you looking for
- One fun fact about you that you feel comfortable sharing with us

Facilitator Note: Ask for a volunteer to begin introductions and go around the room from there. Make sure everyone has a turn to introduce themselves.

Say: Thank you all for introducing yourselves. This is the first step in creating a solid relationship with your peers and growing your relationship-building skills! Let's look at what this workshop will cover.

Budget & Saving Basics Workshop

Workshop Overview

The Budget & Savings Basics workshop will introduce learners to the foundational concepts of this financial topic. At the conclusion of this workshop, learners will have a better understanding of their personal finances and will create a budget and savings plan to help them reach their financial goals.

Slide 3: Workshop Overview

Estimated duration:

Participant Guide Page:

Notes:


Slide Title: Workshop Overview

Say: The Budget & Saving Basics workshop will introduce learners to the foundational concepts of creating a personal budget. At this workshop's conclusion, learners will better understand their finances and create a budget and savings plan to help them reach their financial goals.

Facilitator Notes: You can engage the audience by asking if anyone would like to share their thoughts on what each learner hopes to learn from this workshop.

Say: Now, we will review the workshop disclaimer.

Budget & Saving Basics Workshop



Workshop Disclaimer

The Financial Literacy Workshops include the following disclaimers:

- We do not imply you will be approved for a bank account, credit card, or other services provided by a financial institution.
- We do not make any guarantees of your ability to obtain these services by completing our workshops.
- We reserve the right to refrain from consulting learners on their personal finances.
- Although certain banking institutions may be mentioned or discussed in this workshop, this does not mean GCMA/GMVA endorses these institutions.

*If you are interested in receiving services discussed in any of the Financial Literacy workshops, we recommend you visit a local financial institution in your area and speak with a qualified and competent financial advisor regarding your financial management.

Slide 4: Workshop Disclaimer

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Workshop Disclaimer


Say: Every learner participating in this workshop should have already received, reviewed, and signed the Financial Literacy Workshop Disclaimer. Participants must sign the workshop disclaimer, so please let me know if you haven't.

Facilitator Notes: If you have a learner that has not signed the disclaimer, you will need to work with a Mission Leader to complete that task before the learner participates in the workshop. Please do not move forward with facilitation if there are any missing disclaimers.

Ask: Is everyone familiar with the disclaimer that you signed?

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Budget & Saving Basics Workshop



Workshop Disclaimer

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- We reserve the right to refrain from consulting learners on their personal finances.
- Although certain banking institutions may be mentioned or discussed in this workshop, this does not mean Goodwill endorses those institutions.

*If you are interested in receiving services discussed in any of the Financial Literacy workshops, we recommend you visit a local financial institution in your area and speak with a qualified and competent financial advisor regarding your financial management.

Slide 4: Workshop Disclaimer

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Workshop Disclaimer (continued)

Say: Let's go ahead and review it before we move forward.

The Financial Literacy workshops do not imply the following:

- Does not imply you will be approved for a bank account, credit card, or other services provided by a financial institution.
- We do not guarantee your ability to obtain these services by completing our workshops.
- We reserve the right to refrain from consulting learners on their finances.
- Although certain banking institutions may be mentioned or discussed in this workshop, this does not mean Goodwill endorses those institutions.

*If you are interested in receiving services discussed in any of the Financial Literacy workshops, we recommend you visit a local financial institution in your area and speak with a qualified and competent financial advisor regarding your financial management.


Ask: Does anyone have any questions regarding the disclaimer?

Say: Now, we will cover the workshop rules.

Budget & Saving Basics Workshop

Workshop Rules

- Be respectful.
- The facilitator will call on you for questions.
- Do not interrupt someone else.
- Listen with an open attitude.
- Make sure you're in a learning environment free from distractions.



Slide 5: Workshop Rules

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Workshop Rules

Say: One of the reasons why the workshops we offer are successful is that we take the opportunity to set a code of conduct for each workshop. This code of conduct is a roadmap for how we will interact with one another.

- Be respectful.
- Facilitator will call on you for questions.
- Do not interrupt someone else.
- Listen with an open attitude.
- Make sure you're in a learning environment free from distractions.

Ask: Please feel free to write down any ideas about workshop rules, and I will be happy to take those from you at the end of the workshop.

Say: Now, we will move on to the next slide to discuss the workshop objectives

Budget & Saving Basics Workshop



Slide 6: Workshop Objectives

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Workshop Objectives

Say: This workshop is designed to build your budget and savings tool bag. By the end of this session, you'll be able to:

- Explain why creating a budget and savings plan is a good idea
- Identify how budget and saving best practices can help you save money and build financial wealth
- Create a personal budget and saving plan to help guide your financial decisions


Let's look closely at the specific topics covered in this workshop.

Budget & Saving Basics Workshop

Workshop Topics

This workshop will cover the following topics:

- Why Should You Save?
- Assess Finances
- Budget Planning
- Controlling Your Finances
- Money Saving Tips



Slide 7: Workshop Topics

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Workshop Topics

Say: To gain a better understanding of how to budget and save, today we will explore these topics:

- Why Should You Save?
- Assess Finances
- Budget Planning
- Controlling Your Finances
- Money Saving Tips


Discussing these topics will help you better understand how to make a personal budget work for you.

Budget & Saving Basics Workshop

Why Should You Save?

Why Should you Save? topics include:

- Why Save?
- How to Save



Slide 8: Why should you save?

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Why should you save?

Say: Our first section focuses on the basics of saving:

- Why save?
- How to save

Ask: Why is creating a plan to save money a good idea?

Facilitator Note: Allow time for answers and a brief discussion.

Say: Let's look more closely at why saving is a good idea.

Budget & Saving Basics Workshop



Slide 9: Why Save? (Video)

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Why Save?

Say: Let's take a moment to watch this video together and have some conversation afterward. Be sure to write down any questions you may have.

Facilitator Note: Press play on the video. Watch the video with the learners.

Ask: What were some reasons to save presented in the video?

Facilitator Notes: Facilitate a brief discussion with participants.

Say: Let's discuss three specific benefits of creating a savings plan that helps you save money.

Budget & Saving Basics Workshop



Slide 10: Why save?

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Why Should You Save?

Say: Saving money is a great way to begin forming healthy financial habits that will ensure your financial wellness.

According to Northwestern Mutual, 20% of Americans have nothing in retirement savings, and 45% are not prepared for the likelihood of outliving their retirement savings.

Taking a slow approach can build up your finances so you can feel prepared for what life brings.

Consider these key reasons why you should save money now:

- **(Click) Financial Security**- Financial security affords you the peace of mind of knowing you can address your needs now and into the future. Financial security can shelter you in times of hardship and allow you to retire at a desirable age.
- **(Click) Financial Freedom**- Financial freedom allows you to live on your terms. Maybe you'd like to vacation, buy a new car, or move to a new city. Create a savings plan that helps you realize your financial dreams.

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Budget & Saving Basics Workshop



Slide 10: Why Should You Save?

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Why Should You Save? (Continued)

Say:

- **(Click): Ability to Take Financial Risks-** Savings can help you initiate financial ventures. For example, you may want to start a business, buy a home, or invest. These types of ventures can be risky, but having savings allows you to leverage that risk.

Consider your financial aspirations and develop a savings plan to realize them.

Ask: What are some financial goals you'd like to accomplish?

Facilitator Notes: Facilitate a short discussion with the participants. Help them identify where their answers fall on the graphic (Security, Freedom, or Risk).

Say: Now that we have covered why to save let's talk about how to save.

Budget & Saving Basics Workshop



Slide 11: How to Save

Estimated duration:

Participant Guide Page

Notes:

Slide Title: How to Save Money

Say: The following tips will help you implement a personal strategy to save money for your long and short-term financial goals:

- Create a budget- By tracking expenses and following a plan, a budget makes it easier to pay bills on time, build an emergency fund, and save for the high costs of a car or home. Overall, a budget puts a person on a firmer financial footing for both the day-to-day and the long term.
- Create savings goals- It's essential to set a clear savings goal before creating a plan. Why? It will help you visualize what you're tracking toward, and it will help you identify responsible ways to achieve your goal without having to take steps backward.
- Track your spending- Tracking your spending regularly can give you an accurate picture of where your money is going — and where you'd like it to go instead. Then, by using a budget, you can accurately account for all the bills you need to pay going forward.

Continued on next page

Budget & Saving Basics Workshop



Slide 11: How to Save

Estimated duration:

Participant Guide Page

Notes:

Slide Title: How to Save Money (Continued)

Say:

- Limit your spending- A spending limit could help you stay within your means. It can be easy to overspend when using a debit or credit card, so be sure to set limits and track your spending.
- Review your savings plan periodically- Your financial plans should not be static. Review your plans over time and regularly to ensure that you remain on track toward your goals. You may need to adapt your financial plans as your circumstances change.

Ask: Can anyone provide additional tips on saving money not listed here?

Facilitator Notes: Facilitate a brief discussion and address any follow-up questions.

Say: Now, let's recap the information we've covered.

Budget & Saving Basics Workshop

Knowledge Check

True or false: 10% of Americans do not have a retirement savings.

List three reasons why we save.

List three ways you can begin saving money.

Slide 12: Knowledge Check

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Knowledge Check

Say: Let's review some of the information we covered in this workshop section. Let's jump right in!

(Click) Ask: True or false: 10% of Americans have no retirement savings.

Answer: False. 20% of Americans do not have retirement savings.

(Click) Ask: List three reasons why we save money.

Answer: Financial security, financial freedom, and the ability to take financial risks.

(Click) Ask: List three ways you can begin to save money.

Answer: Any of the options from the previous slide


Facilitator Notes: Address any follow-up questions or misunderstandings.

Say: Next, we will discuss assessing your finances.

Budget & Saving Basics Workshop

Assessing Your Finances

Assessing Your Finances topic:
Reviewing your Finances



Slide 13: Assessing Your Finances

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Assessing Your Finances

Say: Our finances can make or break us in many cases, so awareness of where we stand financially is critical. By doing a financial wellness check, we'll be able to determine what adjustments we need to make in our lives—from saving to spending to earning.

Let's take a look at how to review your finances.

Budget & Saving Basics Workshop

Reviewing Your Finances

Track your spending:

Date	What did you spend?	Amount Spent?
01/01/2021	Walmart Groceries	\$225.00
01/03/2021	Chermon Gasoline	\$45.00
01/05/2021	Utility Bill- Water	\$75.00
01/05/2021	ABC Apartments- Rent	\$950.00
01/11/2021	Streaming Service- Hulu	\$14.99
01/15/2021	BBDO Annual Credit Sale	\$400.00

Ask yourself:

- Where do you spend?
- Can you cut back?
- What changes can you make?

Slide 14: Reviewing your finances

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Reviewing your Finances

Say: It is difficult to save money if you do not clearly understand your spending. A simple way to track your spending is to keep a log or diary of everything you spend. Let's look at this sample budget and discuss it.

Facilitator Notes: Review the chart on the screen with learners. Allow time for answers and discussion after each question below.

Say: As we review our budget, let's address the question, "Where did we spend our money?"

Facilitator Note: Pause to allow participants to view the spending chart. Discuss answers.

Say: On the slide, we see our most significant expense is rent.

Are there expenses or items we can cut out of our budget or limit?

Facilitator Note: Pause to allow participants to view the spending chart. Briefly discuss answers.

Budget & Saving Basics Workshop

Reviewing Your Finances

Track your spending:

Date	What did you spend?	Amount Spent?
01/01/2021	Walmart Groceries	\$825.00
01/09/2021	Chemex Gasoline	\$40.00
01/09/2021	Utility Bill- Water	\$75.00
01/05/2021	ABC Apartments- Rent	\$900.00
01/11/2021	Streaming Service- Hulu	\$14.99
01/15/2021	BBW Annual Candle Sale	\$400.00

Ask yourself:

Where do you spend?

Can you cut back?

What changes can you make?

Slide 14: Reviewing your finances

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Reviewing Your Finances (Continued)

Ask: What changes should you make, given your goals and spending habits?

Facilitator Note: Pause to allow participants to view the spending chart. Briefly discuss answers.

Say: For this example, I recommend setting a limit on candle purchases and directing a portion of that into savings.

Ask: Are there any other areas we can cut our spending?

Facilitator Notes: Briefly discuss answers. Possible answers include eliminating the streaming service and carpooling to save on gas.

Say: Let's pause for another Knowledge Check.

Budget & Saving Basics Workshop

Knowledge Check

Why do we track our spending?

Name one question you should ask yourself when tracking your spending.

True or false: the most money was spent on utilities on the tracking sheet.

Slide 15: Knowledge Check

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Knowledge Check

Say: Let's, review some of the previous section's information.

(Click) Ask: Why do we track spending?

Answer: To better understand our finances and see where our money goes for purchases.

(Click) Ask: Name one question you should ask yourself when tracking your spending.

Answer: Any of the options from the previous slide

(Click) Ask: True or false: Our most significant expense was utilities on the tracking sheet.

Answer: False. Most of our money went to rent.

Facilitator Notes: Address and follow-up questions or misunderstandings.


Say: Now that we know how to read a budget, let's look at how making one can work for you.

Budget & Saving Basics Workshop

Budget Planning

Budget Planning topics include:

- Budgeting Basics
- Budget Planning
- Budget Practices



Slide 16: Budget Planning

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Budget Planning

Say: So, let's take a look at budget planning. Topics in this section include:

- Budgeting Basics
- Budget Planning
- Budget Practices

Ask: Has anyone ever made a budget for home finances, a trip, or a project?

Facilitator Notes: Allow time for participant answers and have a brief discussion.

Say: The video on the next slide will cover the basics of budgeting.

Budget & Saving Basics Workshop



Slide Title: Budgeting Basics

Say: Let's take a moment to watch this video together and have some conversation afterward. Be sure to write down any questions you may have.

Facilitator Note: Press play on the video. Watch the video with the learners.

Slide 17: Budgeting Basics (Video)

Estimated duration:

Ask: According to the video, what are some good tips to remember when creating a budget?

Participant Guide Page:

Facilitator Notes: Facilitate a brief discussion with the learners and then move to the next slide.

Notes:

Say: Now, let's look at how to structure a budget.

Budget & Saving Basics Workshop

Budget Planning	
A budget is an estimation of revenue and expenses over a specified future period of time and is usually compiled and re-evaluated on a periodic basis.	<p>Budget Considerations:</p> <p>The diagram consists of five overlapping circles. The top circle is labeled 'Necessities', the right circle is 'Debt', the bottom circle is 'Financial Goals', the left circle is 'Personal Purchases', and the central overlapping area is labeled 'Miscellaneous'.</p>

Slide 18: Budget Planning

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Budget Planning

Say: A budget estimates revenue and expenses over a specified future period and is usually compiled and re-evaluated periodically.

Budgets can be made for a person, a group of people, a business, a government, or just about anything else that makes and spends money.

Areas of focus in a budget include:

- **Necessities-** These are your daily expenses and your short-term spending. Think groceries, gas, car payments, rent or mortgage payments – the list goes on. Neglecting to budget for these could land you in some serious financial trouble.
- **Debt-** Paying down high-interest debt is a great way to get control of your finances. Once your debt is paid down, more money can be allocated to savings.
- **Financial Goals-** This is the money you set aside for your big goals, such as purchasing a home, a new car, or travel. Sticking to a budget can help you realize your dreams.


Continued on Next Page

Budget & Saving Basics Workshop

Budget Planning

A budget is an estimation of revenue and expenses over a specified future period of time and is usually compiled and re-evaluated on a periodic basis.

Budget Considerations:



The diagram consists of five overlapping circles. 'Necessities' is at the top, 'Miscellaneous' on the left, 'Personal Purchases' at the bottom, 'Debt' on the right, and 'Financial Goals' at the bottom right. The circles overlap in various combinations, representing the interconnected nature of these budget categories.

Slide 18: Budget Planning

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Budget Planning (Continued)

Say:

- **Personal Purchases-** The money you set aside to treat yourself, such as clothes, gifts for family, pet needs, or gym memberships. This is usually the best category to start cutting your spending.
- **Emergencies-** An emergency fund is a cash reserve set aside for unplanned expenses or financial crises. Some common examples include car repairs, home repairs, medical bills, or a loss of income.

Ask: Let's go around and provide a few examples for each category.


Facilitator Notes: Allow participants to share their answers and provide personal examples for each category. Address any follow-up questions.

Say: Now that we've reviewed a sample budget, it's time to make your own!

Budget & Saving Basics Workshop

Budget Activity

Are you ready to create a budget?



Slide 19: Budget Activity

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Budget Activity

Say: Now, you will create your own personal budget.

Facilitator Notes: Ask the learners to locate the budget worksheet in their Participant Guide.

Say: You will have 10 minutes to begin creating a budget. Use the Mock budget as an example. Input all your sources of income, and detail your current and pending expenses. Use this information to build a sample budget.

Facilitator Notes: Be sure to make yourself available should the learners have questions or need additional direction.

Say: Okay, let's come back together and discuss how creating a budget went.

Ask: Did anyone develop a good budgeting strategy they'd like to share? Where can we cut back on spending?

Facilitator Notes: Allow participants to share their thoughts. Address any follow-up questions.

Say: I encourage you to complete your budget in detail and use it to develop sound financial practices. Now, let's recap what we've learned.

Budget & Saving Basics Workshop

Knowledge Check

What is a budget?

What are the five budget considerations we discussed?

True or false: saving for a new home would fall under financial goals.

Slide 20: Knowledge Check

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Knowledge Check

Say: I would like to review some of the information we covered in this workshop section. Let's jump right in!

(Click) Ask: What is a budget?

Answer: A budget is a spending plan based on income and expenses. In other words, it estimates how much money you'll make and spend over a certain period.

(Click) Ask: What are the five budget considerations we discussed?

Answer: Necessities, Debt, Financial Goals, Personal Purchases, and Emergencies

(Click) Ask: True or false. Saving for a new home would fall under financial goals.

Answer: True. Purchasing a home, travel, or even big-ticket purchases would fall under financial goals.


Facilitator Notes: Address any follow-up questions.

Say: So, how do you stay in control of your finances? Let's move on to find out.

Budget & Saving Basics Workshop

Controlling Your Finances

Controlling Your Finances topic:
Identifying Needs vs. Wants



Slide 21: Controlling Your Finances

Estimated duration:

Participant Guide Page:

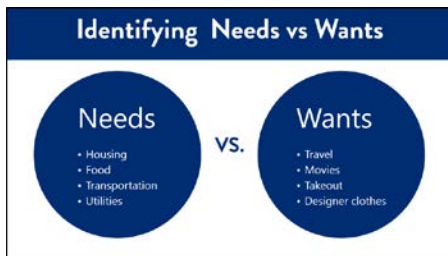
Notes:

Slide Title: Controlling Your Finances

Say: You can't create a successful budget if you do not control your finances. In this section, we will explore how to balance two of the most significant factors in budgeting: Identifying Need vs. Want

Let's consider why staying in control of your finances is crucial to obtaining financial security.

Budget & Saving Basics Workshop



Slide 22: Identifying need vs want

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Identifying Need vs. Want

Say: The key to financial wellness is balancing your Needs and Wants.

Needs typically include necessities like housing, transportation, food, utilities, gas, groceries, and medical expenses.

Wants could include personal purchases like designer clothing, movies, traveling, takeout, and entertainment.

Create a budget that balances your needs and wants. While our needs typically cannot be compromised, find ways to limit frivolous spending on wants.

Ask: Can we identify any additional needs and wants?

Facilitator Notes: Allow for a brief discussion of participant answers.

Say: Let's move on to the next slide and recap the information we just covered.

Budget & Saving Basics Workshop

Knowledge Check

Name three things that are considered needs.

Name three things that are considered a want.

True or false: taking a trip to Europe would be considered a need.

Slide 23: Knowledge Check

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Knowledge Check

Say: Let's take a moment to review.

(Click) Ask: Name three things that are considered needs.

Answer: Any combination of the goals on the previous slide

(Click) Ask: Name three things that are considered a want.

Answer: Needs typically include necessities like housing, transportation, food, utilities, gas, groceries, and medical expenses.

(Click) Ask: True or false: A European trip would be considered necessary.

Answer: False. Recreational travel is considered a want but is always an excellent financial goal to budget for.


Facilitator Notes: Address any follow-up questions.

Say: Let's explore ways to save money in this next section.

Budget & Saving Basics Workshop

Money Saving Tips

Money Saving Topic:
Money Saving Best Practices



Slide 24: Money Saving Tips

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Money-Saving Tips

Say: Now that we know how to make a budget let's go over Money Saving Tips.

Let's move right onto our next slide and review best money-saving practices.

Budget & Saving Basics Workshop



Money Saving Tips

Use these tips to become a better saver:

- Do you want it or need it?
- Make savings an automatic habit
- Pay yourself first
- Set aside "extra" money into savings
- Pay your bills on time
- Avoid check cashing stores
- Save for retirement

Slide 25: Money Saving Tips

Estimated duration:

Participant Guide Page:

Notes:

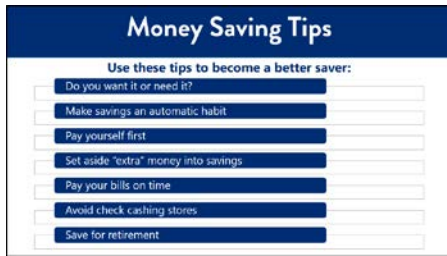
Slide Title: Money-Saving Tips

Say: Let's take a moment to review some best practices for saving money:

- Do you want it or need it? Are you buying products or services you don't need? You can save money by cutting back on impulse buys.
- Make savings an automatic habit. Put a portion of every paycheck you or your spouse receives into your savings account using direct deposit or automatic transfer.
- Pay yourself first! Decide on a percentage of your monthly income (for example, 5-10%) for direct deposit or transfer into your savings account.
- Set aside "extra" money into savings. If you receive a tax refund, deposit it into your savings account. If you or your spouse gets a pay increase, put the extra amount into your savings.
- Pay your bills on time. When you pay your bills on time, you avoid late fees, extra finance charges, disconnection of (and re-connection fees for) phone, electricity, or other services, the cost of eviction, repossession of cars or other items, and bill collectors.

Continued on Next Page

Budget & Saving Basics Workshop



Slide 25: Money Saving Tips

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Money-Saving Tips (Continued)

Say:


- Avoid check-cashing stores. Consider opening a checking account at a bank and cashing your checks there to avoid charges. Check-cashing is part of the service you receive as an account holder.
- Save for retirement. If your employer offers a 401(k) plan, contribute as much as possible. If not, allocate some of your income directly into a savings account for retirement.
- If your spouse works for a company with a retirement savings plan, don't pass up the opportunity to participate. Many employers will match a portion of your contribution.

Ask: Does anyone have any other tips they employ to save money? Would anyone like to share with the group?

Facilitator Notes: Allow for a brief discussion of participant answers.

Say: This concludes the content we will cover in this workshop. Let's move forward and talk about some additional resources available to you through Goodwill.

Budget & Saving Basics Workshop



Workshop Summary

Thanks for participating in today's workshop! You are now able to:

- Define Budget & Saving
- Examine Budget and Saving Principles
- Create a Personal Budget and Saving Plan

Slide 26: Next Steps

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Workshop Summary

Say: Thank you for your participation in today's workshop. Hopefully, you now feel more confident in your budgeting abilities! You should now be able to:

- Define budget and savings
- Examine budget and savings principles
- Create a personal budget and savings plan

Look at the Tips to Save More sheet beginning on page 19 of your PG for more useful budgeting principles.

Always secure and protect your financial information. Staying on top of your finances will help bring you peace of mind as you navigate life. Take advantage of the options you have available, and take the time to plan out what might work best for you and your future.

Facilitator Notes: Please move to the next slide to close your session.

Budget & Saving Basics Workshop



Slide 27: Additional Resources

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Additional Resources

Do: List/provide Goodwill resources and features available online and by appointment (see below)

Say: Career Navigators can assist you with the following services:

- Creating a resume
- With job preparation and job training
- Job search strategies (including leads and searching)
- Mock interviews
- Career path development
- Job readiness workshops
- Basic computer skills
- Virtual services

Physical career centers also have the following technology available:

- Computers
- Phones
- Fax/printer

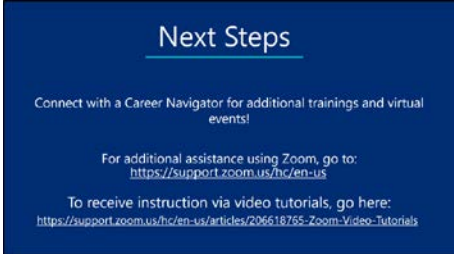
Explain: Career Advisor and Career Navigators can also help you use and navigate the www.mycareeradvisor.com website, as well as provide information about job openings, hiring events, and training.

www.mycareeradvisor.com has:

- An online chat feature available
- Skills 2 Succeed
- Online professional presence

For more information, call (602) 535-4444.

Budget & Saving Basics Workshop



Next Steps

Connect with a Career Navigator for additional trainings and virtual events!

For additional assistance using Zoom, go to:
<https://support.zoom.us/hc/en-us>

To receive instruction via video tutorials, go here:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Slide 28: Next Steps

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Next Steps

Say: If you would like to receive additional information on other workshops or career services we offer, please meet with a career navigator. Also, if you are looking for Zoom support or video tutorials, you can work with a navigator to gain access to these resources.

Facilitator Note: Please move to the next slide to close your session.

Budget & Saving Basics Workshop



Slide 29: Questions

Estimated duration:

Participant Guide Page:

Notes:

Slide Title: Questions

Say: This concludes our workshop. I hope you enjoyed the information we covered today on Budget & Savings Basics. This workshop was designed to introduce learners to the foundational concepts of this financial topic. Suppose you are interested in receiving services discussed in the Financial Literacy workshops. In that case, we recommend you visit a local financial institution in your area and speak with a qualified and competent financial advisor regarding your financial management. Thank you.

Ask: Are there any questions?

Facilitator Notes: Answer any remaining questions and keep track of the questions so the L&D Team can create an FAQ for the teams to use moving forward.