

# JOB SMART

## Financial Fitness

### Have you ever wondered where your money goes and how you can get the most out of it?

This course has been developed specifically to assist Workforce Australia customers to understand and manage their personal finances.

#### COURSE OVERVIEW

### 1. MY MONEY PLAN WORKSHOP

#### Session 1: My Money Plan Introduction

- Developing Good Habits – the Money Diary
- The Ideal Budget

#### Session 2: Good Spending Habits

- Good Habits not Fear

#### Session 3: Saving Tips

- Pay yourself first, set SMART goals and celebrate Milestones

#### Session 4: Where to find Financial Support Services

### 2. PREPARE FOR WORK READINESS

Get prepared for the workforce! This unit covers topics such as deciding your own career goals, identify the skills and knowledge you already have and putting together a personal learning plan.

Completing FSKLRG003 Use short and simple strategies for career planning can help you to plan for work and learning, work alongside a mentor and learn skills to complete workplace activities to achieve greater success at work.

#### COMPLETION CERTIFICATES

Upon completion, you'll receive:

- Certificate of Completion – Financial Fitness
- Statement of Attainment – FSKLRG003 Use short and simple strategies for career planning.

### WHY COMPLETE THIS COURSE?

- To help you better look after your household, financially
- Learn how to save for special events and purchases
- Get the confidence to start budgeting and plan for the future.



#### DURATION:

1 day workshop

#### LOCATIONS:

- Sunshine Coast (Maroochydore)
- Brisbane (Woodridge)
- Rockhampton
- Gladstone
- Gympie

#### COST PER PERSON:

**\$690**

(\$345 for Certificate of Completion - Financial Fitness only).