

# JOB SMART

## Financial Fitness

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

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

#### PROGRAM 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 identifying personal strengths and weaknesses, developing employability skills, understanding workplace expectations, and creating a career plan.

Completing BSBPEF101 Prepare for Work Readiness can help individuals increase their employability, develop their career prospects, and ultimately achieve greater success in the workplace.

#### COMPLETION CERTIFICATES

Upon completion, you'll receive:

- Certificate of Completion – Financial Fitness
- Statement of Attainment – BSBPEF101 Prepare for Work Readiness.

### WHY COMPLETE THIS COURSE?

- 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:

**\$590**

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