

HIGHLAND PUBLIC LIBRARY PRESENTS

PERSONAL FINANCIAL MANAGEMENT (PFM 101)

Learn How to Develop Control over Your Finances

COURSE ABSTRACT

A **Personal Financial Management** training course designed to help participants get a clear picture of their current financial situation and teach them a system for developing a course of action that blends their future quality of life with their job/career and income goals. It is intended to help participants change their spending behavior by personalizing their weekly spending decision-making process and helping participants internalize the economic principles of **scarcity**, **opportunity costs** and **productivity**.

Frequency: Eight 2-hour sessions over the course of 8 weeks. Course Fee: \$500 per week
Course is being financed by Cygnet Institute and generous contributions of various community businesses

COURSE SYLLABUS

Objectives - Participants will be taught the following:

- A system for developing control over their total financial picture.
- How to identify current lifestyle patterns and how to make changes to plan for the future.
- How to evaluate spending for today vs. saving for the future.

Action Steps

- Identify balance between lifestyle and job/career/income.
- Assemble the Details of Current Lifestyle for each week's spending
- Develop better understanding of different categories of spending
- Awareness for avoiding credit problems
- Learn how to seek better loan terms with knowledge of time value of money

Course Outcome - Participants will achieve competence in the following:

- Determining Financial Strengths and Weaknesses.
- Financial Decision Making.
- Goal setting.

Course Policies

- Attendance: Spouse or partner may attend at no extra cost.
- Text: To be determined
- Materials: Relevant publications from government agencies and non-profits.
Calculator required.
- Grading: Certificate of completion will be issued.