



Saving, Investing and Retiring Module Instructor's Guide

This course will be interactive with hands-on activities focusing on the tips and tricks needed to establish, maintain and build a strong savings portfolio regardless of which stage you find yourself in life. Participants will receive take-home materials to allow for continued planning and action steps in order to be purposeful about and to improve the impact of saving, investing and retiring in their daily lives.

Objectives

1. Develop basic strategies for establishing and maintaining a savings portfolio at any stage in life.
2. Identify basic types of savings, investment and retirement plans.
3. Learn how to protect your money, especially during retirement.

Course Structure: The structure has been built for a 60-minute class. The following is the class outline.

- Students arrive and sign in. Course should start promptly at given time.
- Classroom introductions with Ice Breaker activity (5 minutes)
- Lesson: Saving, Investing and Retiring (45 minutes)
 - Activity 1: Monthly Cash Flow Evaluation worksheet
 - Activity 2: Savings Action Plan worksheet
- Conclusion: Q & A and filling out class evaluation/survey (10 minutes)
- Students should receive take-home course material and course completion certificate.

Included in this packet: PowerPoint presentation, class sign-in sheet, in-class handouts, take-home worksheets, class certificates and student assessments.

In-class handouts:

- Spending-Savings Plan worksheet
- Monthly Cash Flow Evaluation worksheet
- Savings Action Plan worksheet
- Class Summary Sheet

Additional materials needed:

- Laptop, projector
- Writing utensils – pens, pencils, dry erase markers/chalk
- Writing paper

Curriculum sources are the Federal Deposit Insurance Corporation and Purdue University Extension. Additional information available at NIBOA.org.

CLASS ACTIVITIES

Activity 1: Monthly Cash Flow Evaluation worksheet (7 minutes)

- GOAL: To help students to figure out their new income level, as well as how much their monthly living expenses total.
- MATERIALS:
 - Monthly Cash Flow Evaluation worksheets (might give multiple worksheets to each student and/or email the file to each student after the course) and writing utensils
- INSTRUCTION:
 - These handouts are to be completed on a monthly basis at home. The in-class instructions provide a foundation to allow students to apply the tools learned in class and apply them at home.
 - Directions:
 1. On each line that applies to you, write the amount of money that you earn/spend each month.
 2. For the total income line, add up all of the amounts from your different sources of income, and write the sum total.
 3. For the total expenses line, add up all of the amounts spent on each item, and write the sum total.
 4. Compare your total income to your total expenses and make necessary adjustments to your monthly budget should your total expenses exceed your total income.
 - Allow time for questions before proceeding to the next slide.

Activity 2: Savings Action Plan worksheet (10 minutes)

- GOAL: To develop an action plan for incorporating saving, investing and retiring into daily life.
- MATERIALS: Savings Action Plan worksheet and writing utensils
- INSTRUCTION:
 1. The top half of this plan gives you space to record factors that may affect the steps you take to save, including the savings or investment products you may use to save.
 2. The bottom half of the plan gives you space to record the actions you plan to take now, a month from now, and a year from now in order to reach your savings goals.
 3. In class, we will complete the “What are my goals?” and “What will I do now to save toward my goals?” portions. You can choose a variety of goals and focus on the goals that are more short-term (like establishing and maintaining an emergency fund), while still developing a plan for more long-term goals (such as retirement savings).
 4. After doing a little research and consulting necessary family and/or financial advisors, complete the rest of the worksheet. You may call 211 if you need help finding a financial advisor.
 5. This plan can be used as you develop your savings portfolio. You can be flexible and alter the plan as your savings needs/wants change. The important thing to remember is to be accountable to yourself and to be consistent in reviewing and adhering to the plan, even as the plan is updated.