

## **Get Set for Budgeting, Organization & Time Management Facilitator Guide**

The training has been developed to be delivered over 10-11 sessions. Each session will take 2 hours. Each session has a PowerPoint presentation. There is one learner workbook, which is used for all 10-11 sessions. The workbook can be printed, or distributed online as a fillable PDF. There is an answer key that applies to some of the sessions. In addition, there is a sample learner plan template with suggested milestones that can be used by Employment Ontario funded programs.

Employment Ontario Literacy and Basic Skills agencies are required to determine a learning style for each learner. This has been referenced in the learner handbook. However, a learning style survey is not provided in the materials. You can use the learning style survey you are currently using at your agency.

All of the materials that have been created can be personalized for your agency with your own logo. They are either Word documents, or PowerPoint presentation files.

The cover graphic file has been included in case you want to use it for marketing materials you create.

You will need to print a workbook for each participant learning in person. You will also need to print the assessment and answer key for the different sessions. You do not need to print the PowerPoint presentations for the participants, as the material is included in the Workbook. The learner plan template can be personalized and printed for each participant if you are an Employment Ontario funded agency.

To get started, it is recommended that the facilitator print out a copy of each file that is included. Read through the workbook and corresponding PowerPoint presentations. Review all of the additional handouts and answer keys that have been included. Please note that the materials have been provided in Word, fillable PDF and PowerPoint presentation, which gives you the option to modify them to meet the needs of your agency.

Session 10 can be completed in one or two sessions depending on timing. Session 10 is intended for learners to create a personalized budget. As well, it is recommended that you have learners complete a culminating task suitable to their goal path, which may require an additional session.

Culminating task recommendation:

- Independence goal path: Personal Budget

The table on page 2 outlines which documents in the zip file correspond to each step and session.

| Step                  | File name and type for each session  |
|-----------------------|--|
| Intake and Assessment | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Assessment (Word)</li> <li>• Learner Plan Template- Get Set for Office Administration (Word)</li> </ul>                     |
| Session 1             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 1 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 2             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 2 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 3             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 3 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 4             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 4 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 5             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 5 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 6             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 6 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 7             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 7 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 8             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 8 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 9             | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 9 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul>  |
| Session 10            | <ul style="list-style-type: none"> <li>• Get Set for Budgeting, Organization &amp; Time Management Session 10 (PowerPoint)</li> <li>• Get Set for Budgeting, Organization &amp; Time Management Workbook (Word/PDF)</li> </ul> |