



MONEY MATTERS

“An athlete cannot run without money in his pockets. He must run with hope in his heart and dreams in his head.”
Emil Zatopek

This workshop will equip you with financial intelligence skills to enable you to make smart choices. We live in a world where our wants and needs are constantly changing and this means that our financial needs also change. In order to be able to cope with these changes we need to be able to manage our finances intelligently.

You play the most important role in managing your finances, and the workshop will equip you to manage your finances in the best manner possible. Throughout the programme you will be increasing your knowledge and develop your financial intelligence skills!

The workshop covers practical examples and exercises about situations that you may come across in your daily life

This workshop aims to equip employees (unskilled and semi-skilled) with basic financial know how and to educate employees to make sound financial decisions. During this one day workshop we will cover personal and behavioural finance.

Module 1: My life with Finances

- Orientation exercise
- Socio-economic circumstances

Module 2: Finances gone wrong

- Unforeseen Events
- Differentiating between wants and needs
- Buying on Credit

Module 3: Financial Foundations

- Managing expenses
- Informal and formal institutions
- Generating extra income
- Interpreting my payslip
- Budgeting and planning

Module 4: Banking my finances

- My bank account
- Using my bank account

Module 5: Financial decisions

- Understanding your emotional relationship with money
- Making smart financial choices

Unit Standard Accredited Course

DATES

26 July - Johannesburg
28 July - Pretoria
28 July - Cape Town

TIME

08:30 - 16:00

INVESTMENT

R 3 200.00 per person

WORKSHOP BOOKING FORM

Should you wish to make a booking please complete the booking form and email it back to us.

Title: _____ Name (as on Certificate): _____

Company: _____ Job Title: _____

Company address: _____

_____ Mobile: _____

_____ E-mail: _____

VAT Number: _____

Dietary Requirements: _____

Venue and Date:

Johannesburg 26 July 2016

Pretoria 28 July 2016

Cape Town 28 July 2016

Course Name

Money Matters

Terms and Conditions:

1. Delegates are to be at the venue by **08:00** in preparation for a 08:30 start time.
2. EOH retains the right to change this calendar without any notification.
3. Bookings are only confirmed upon receipt of the proof of payment or an official company purchase order for the full amount of the workshop.
4. EOH will supply delegates with the relevant workshop material and a full lunch will be served.
5. Cancellations or rescheduling requests must be in writing and reach EOH via email at least 3 working days prior to the workshop commencement date. **Full workshop fees may be retained for no shows** or requests within 3 working days prior to commencement.
6. Although we go through great lengths to ensure that all training proceeds as scheduled, EOH reserves the right to cancel or postpone dates if we require to do so and undertake to inform delegates in writing and telephonically of these changes.
7. EOH suggests that delegates wait until a week prior to workshop commencement before scheduling flights and accommodation as EOH is NOT responsible for cost incurred by delegates associated with the cancellation of a workshop, such as flights and accommodation (or any other).

T's and C's Accepted- all terms and conditions are read and fully understood. No booking will be processed if T's and C's are not accepted.

Email completed form to: liezl.botha@eoh.co.za

Contact us on: 012 940 6300

