



Co-funded by the
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ACADEMY OF HOME ECONOMICS

*"A BUDGET IS TELLING YOUR MONEY WHERE TO GO, INSTEAD OF WONDERING
WHERE IT WENT."*

- DAVE RAMSEY -

ACADEMY OF HOME ECONOMICS AGREEMENT NO. 2019-1-PL01-KA204-065804



INTRODUCTION OF THE ACADEMY OF HOME ECONOMICS

- The project Home Economics Academy is co-financed by the Erasmus + KA 204 programme strategical partnership, Exchange of good practices.
- Project coordinator is NAVICULA.M Sp. z o.o. from Poland.
- Partners from Czech Republic (Aliance Lektoru a Konzultantu), Slovenia (Association DISORA), Spain (FAMDIF/COCEMFE – Murcia) and Turkey (REcep Tayyip Erdogan University) participated in the project.
- The main objective of the "Home Economics Academy" project is to exchange experiences and develop a teaching tool in the form of a training for trainers on how to teach learners to manage their home budgets more effectively.



PROGRAMME MODULES

- MODULE 1: Managing your household budget
- MODULE 2: Savings
- MODULE 3: Cost planning
- MODULE 4: Cost Control
- MODULE 5: Common errors in budget management



WHAT WILL WE LEARN

- HOW TO MANAGE YOUR HOUSEHOLD BUDGET: control of expenses, classification of expenses etc.
- HOW TO PLAN AND CONTROL YOUR EXPENSES: example of household budget, creation of an individual home budget, how to control cash flow etc.



MODULE 1: MANAGING YOUR HOUSEHOLD BUDGET

Module topics:

- Ground rules and our expectations
 - Let's get to know each other
 - Personal empowerment
 - How to identify your expenses
 - How to classify your expenses according to importance
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- How to decrease or eliminate unneeded expenses
 - How to calculate your household budget



GROUND RULES

Lets all agree to:

- Keep phones on silent or vibrate mode and laptops/ipads off during the session
- Be on time throughout the workshop

- Keep jargon to a minimum
- Speak from your own experience (use "I" statements instead of "they", "we" or "you")
- Be a team player, share your knowledge

- Respect each speaker: Don't take part in side conversations (during sessions)
- Listen actively and let others finish their thoughts
- No idea is bad. Everyone's input is equally valued
- Be curious; respectfully challenge ideas; explore divergent perspectives

- Be productive and have fun



SETTING YOUR EXPECTATIONS

Setting your expectations

- Please write down and share your expectations about this programme





GETTING TO KNOW EACH OTHER

Let's get to know each other: share some information about yourself with the group.

Let's play some games to break the ice.





PERSONAL EMPOWERMENT

- What does it mean to be empowered? How does it feel? Can we find some examples?
- To become empowered, we need to take 4 important steps. First, we have to know ourselves, our motivations, strengths and weaknesses. Second, we need to know how to set SMART goals. Third, we need to develop the right skills to achieve our goals step-by-step. Fourth, we need to be active, take action measure our progress and seek advice and help if necessary.
- Knowing what we want, what we can (and can't) achieve and what we need to do to reach our SMART goals will help us plan, execute and control our home budget in line with our abilities.



DISCOVERING OUR STRENGTHS AND WEARKESESSES

Your SWOT

Strengths

- What do you do better than others?
- What's your talent?
- What competences do you have that are relevant and valuable for the job?
- Which specific and transferable skills do you have?

Weaknesses

- Which tasks and responsibilities your don't like?
- What are the development opportunities your manager and your peers flagged?
- What can you improve?

Opportunities

- In which industry/field/position could you easily move?
- What development / training would be value adding for you?
- Which industry/company is in particular in need of your type of profile?

Threats

- What do other candidates have more/better than you?
- What are the obstacles in your way to the job?



SETTING SMART GOALS

SMART GOAL SETTING WORKSHEET				
SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT	TIME-BOUND
What is your specific goal?	How can you measure this goal?	Is this goal achievable? What resources can you get to make it achievable?	Is this goal important to you? Why?	How long will it take you to achieve this goal? When is the due date?
<i>To buy a new laptop</i>	\$500	\$100	<i>Yes, because it can help me with my assignments.</i>	<i>\$100 every month, I can save \$500 in 5 months</i>

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WHAT IS HOME ECONOMICS?

- When we say home economics, we are talking about a set of skills that help us to manage our household well.
- When do we manage our household well? Probabbly when we are able to stay within our monthly budget, set and reach new goals and even reduce our spending without lowering the quality of our daily lives in a significant way. Do you agree?
- To do so we need to understand different types of costs, ways to classify them and keep track of them and strategies to reduce or even eliminate them.



CLASSIFICATION AND CONTROL OF ~~EXPENDITURE~~

- Not all expenses are the same. Some are more important than others. Knowing how to group and classify our expenses will make it easier for us to manage and control them and to save money.
- NEEDS are the costs that are essential to our daily life (rent, food etc.). If we don't pay them, the quality of our life will suffer significantly.
- WANTS are the things we desire. They make us feel good (new cellphone, going to the theatre etc.). They are not essential but they make our lives better. Needs+wants are our FIXED expenses as they don't change much from month to month.



CLASSIFICATION AND CONTROL OF ~~EXPENDITURE~~

- VARIABLE expenses are expenses that differ from month to month. These are for example our grocery and clothing expenses, birthday gifts etc. They depend on the season, our desires, our health etc.



SOME BASIC HOUSEHOLD EXPENSES

Essential Budget Categories:

- Housing (25-35 percent)
- Transportation (10-15 percent)
- Food (10-15 percent)
- Utilities (5-10 percent)
- Insurance (10-25 percent)
- Medical & Healthcare (5-10 percent)
- Saving, Investing, & Debt Payments (10-20 percent)
- Personal Spending (5-10 percent)

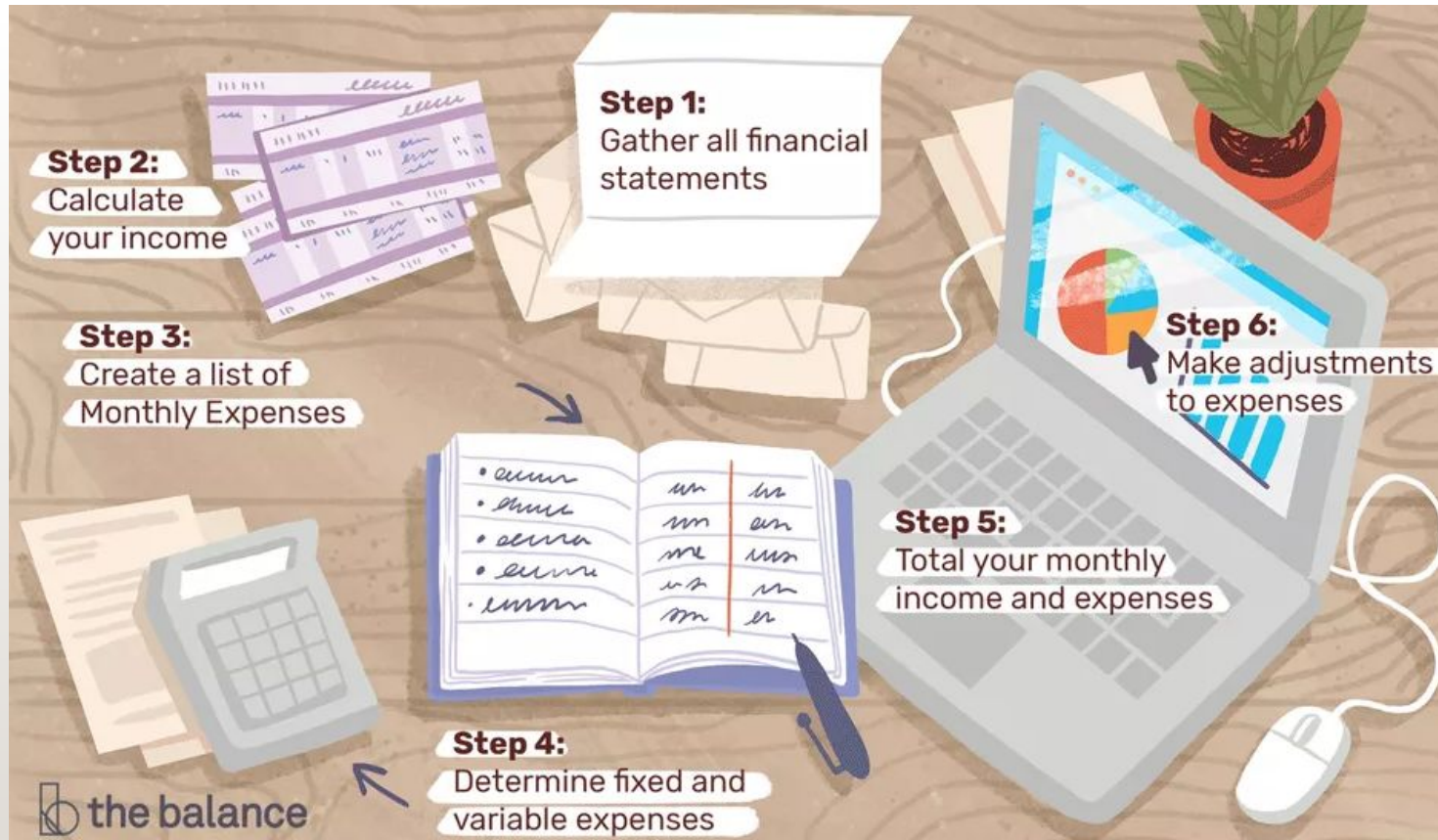


HOW TO IDENTIFY YOUR EXPENSES

- Step 1: Think about your expenses and discuss them in a group
- Step 2: Record your expenses, include any expense you can think of, decide if they are needs or wants and if they are flexible or inflexible
- Step 3: Compare and discuss your budget with members of your group



HOW TO CALCULATE YOUR HOUSEHOLD BUDGET





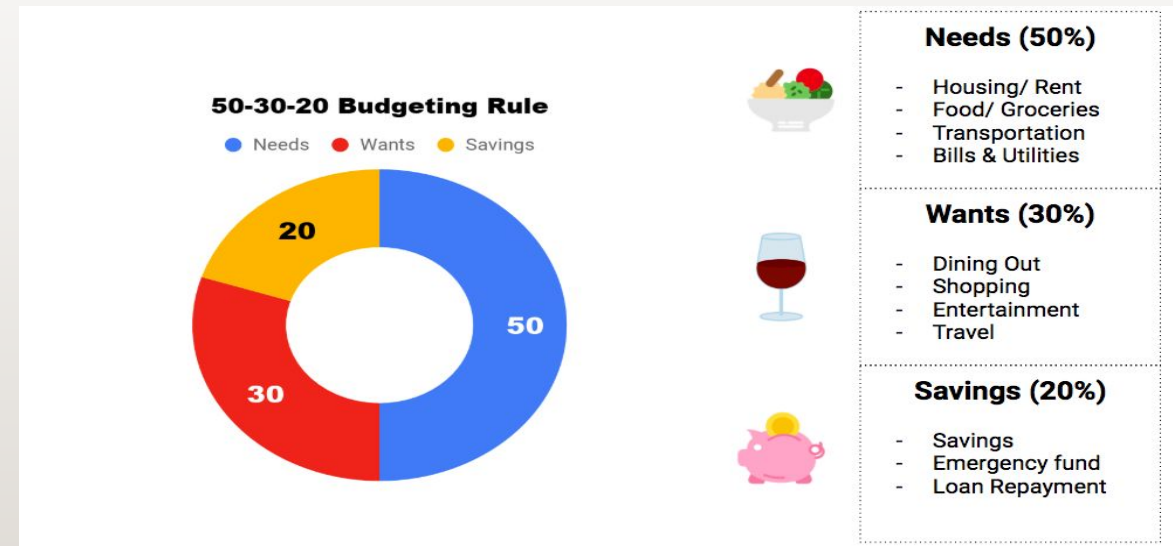
HOW TO DECREASE OR ELIMINATE UNNEEDED EXPENSES AND OPTIMIZE YOUR HOUSEHOLD BUDGET

- Identify your monthly expenses and income. Use a table to estimate how much you spent on average per month for each category.
- Categorize the costs as needs or wants.
- Calculate only the needs, without the wants.



HOW TO DECREASE OR ELIMINATE UNNEEDED EXPENSES AND OPTIMIZE YOUR HOUSEHOLD BUDGET

- Try to estimate the costs which can be reduced from your monthly budget. The costs that are usually easiest to reduce are wants and variable expenses.
- Discuss your results in a group.





SUMMARY

- What have we learned?
- How useful was it for you?
- Have your ideas about managing household budget change in any way?
- Will you change anything about managing your household budget?