

## HOW TO USE THIS FACILITATOR GUIDE

**Workshops:** Each workshop of the Money Basics program is separated into its own PowerPoint presentation. The PowerPoint slides are recommended whether you are facilitating in-person or virtually. The presentation slides for each workshop can be found on the Money Basics website with other resources for facilitators, including handouts, videos, and additional reading.

**Class Structure:** This course is designed to be very interactive. Facilitators should encourage participants to ask questions and share stories, information, skills, and resources with the rest of the class. It is recommended that each class should begin with a check-in as a chance for participants and facilitators to connect with one another and talk about the homework assignments from the previous workshop.

The first few minutes of class will also include the day's agenda, a review of the Community Agreements that participants and facilitators will develop in Workshop One, and a reminder that participants are welcome to get up, move around, or leave at any time to use the restroom or attend to personal business. The final minutes of class will be set aside for questions, comments, and to go over the homework assignments.

**Size of Class:** The optimum size of this class is 6 to 12 participants. Small class sizes are ideal for both in-person and online cohorts. However, this course can be taught in larger or smaller groups or facilitated in one-on-one sessions with peers. The workshops are flexible and facilitators should choose a class size or format that works best for them and their group of peers. Regardless of the size, expect a percentage of the participants to drop out sometime in the first two sessions, and expect a percentage of people who register for the class to not show at all.

**Length of Course & Length of Individual Classes:** Money Basics is designed to span 10 weeks with 90-minute class periods and an additional class for the graduation ceremony (optional). This recommended time span allows for 10 weeks of support for participants in managing their personal finances, accessing resources, and for many, learning and planning ways to achieve greater economic well-being.

The course length and class times can be modified. Facilitators may decide to split-up classes to be shorter, or double-up classes to be longer, depending on the needs of the participants and facilitators and the amount of time available. Some participants may prefer shorter classes (45-60 minutes) for a longer period of time, in order to take the material at a slower pace and have