

	Page No.
How This Kit Works	i
Your Checklist – preparing for your program	iv
Program 1: Creating the Ideal CV and Cover Letter	
Section 1: Learning Outcomes.....	1.1
Section 2: Program Notes.....	1.2
Section 3: Introduction.....	1.4
Section 4: Writing the Ideal CV.....	1.6
Section 5: Presenting the Ideal CV.....	1.23
Section 6: Cover Letters.....	1.26
Section 7: Program Close.....	1.28
Program 2: Developing Winning Interview Skills	
Section 1: Learning Outcomes.....	2.1
Section 2: Program Notes.....	2.2
Section 3: Introduction.....	2.3
Section 4: Knowing Your CV.....	2.5
Section 5: Types of Interview Questions.....	2.9
Section 6: Answering Interview Questions.....	2.13
Section 7: Presenting Yourself at an Interview.....	2.19
Section 8: Program Close.....	2.25
Program 3: Managing Budgets and Expenses	
Section 1: Learning Outcomes.....	3.1
Section 2: Program Notes.....	3.2
Section 3: Introduction.....	3.4
Section 4: Managing Your Money – Budgeting.....	3.7
Section 5: Managing Your Expenses.....	3.13
Section 6: Program Close.....	3.28
Appendix 3.1: Solution to Activity 2.....	3.29
Appendix 3.2: Solution to Activity 4.....	3.30
Program 4: Identifying Opportunities to Save, Invest and Give Back	
Section 1: Learning Outcomes.....	4.1
Section 2: Program Notes.....	4.2
Section 3: Introduction.....	4.4
Section 4: Managing Your Money – Saving and Investing.....	4.5
Section 5: Superannuation.....	4.18
Section 6: Giving Back.....	4.20
Section 7: Program Close.....	4.26
Appendix 4.1: Solution to Activity 2.....	4.27
Program 5: Setting Smart Goals and Managing Time	
Section 1: Learning Outcomes.....	5.1
Section 2: Program Notes.....	5.2
Section 3: Introduction.....	5.3
Section 4: Setting Goals.....	5.4
Section 5: Planning.....	5.10
Section 6: Getting Things Done.....	5.14
Section 7: Program Close.....	5.25
Resource 1: Sample CV	Back of Folder
Resource 2: Where to Start – Books and Other Resources on Budgeting, Saving and Investing	Back of Folder
Resource 3: Where to Start – Volunteering Contact List	Back of Folder
Handouts and Slides	Back of Folder
CD Rom	Back of Folder