



Out Source Projects, inc.
 Brookings, SD 57006
www.OutSourceProjectsInc.com

Workshops offered by Out Source Projects Through the SD DLR

Virtual & In-Person Family Financial Literacy

Workshop – 3 hours - In-person workshops will offer childcare and transportation if needed.

<p>Course Content</p> <ul style="list-style-type: none"> • Why is Financial Literacy Important? • Overview of the Course • Basics of Budgeting <ol style="list-style-type: none"> 1. Income Tracker 2. Spending Tracker 3. Bill Calendar 4. Cash Management Techniques • Consumer Mentality versus Investor/Saving Mentality • Prioritizing Bills 	<ul style="list-style-type: none"> • Debt-Free – Rebuilding Your Credit Dealing with Debt Collectors • Understand Your Credit Score • Understand Your Credit Report • Credit-Debt Cycle Traps (credit card fees) • Credit Minimum Payment Traps • Differences between Credit Card, Debit Card, Venmo and additional online platforms • Saving Strategies • Saving for Retirement (401K, SEP, IRA, Roth)
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Virtual & In Person Soft Skills – Bring Your ‘A’ Game to Work

This 6 hour workshop utilizes The Center for Work Ethic Development – Bring Your ‘A’ Game to Work curriculum. The seven foundational workplace behaviors will be highlighted. Virtually, the course is offered over two days/three hours each day. In-person workshops are 6.5 hours long with a meal included. Transportation and childcare is offered if needed.

<p>The seven foundational workplace behaviors will be highlighted.</p> <ul style="list-style-type: none"> • Attitude • Attendance • Appearance • Ambition • Accountability • Acceptance • Appreciation 	<p>The learning model utilized as defined by the Center for Work Ethic Development is as follows:</p> <ul style="list-style-type: none"> • Clarify/Define • Commit/Discuss • Carry Out/Practice • Continue/Experience
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Virtual & In-Person Life Balance

Workshop is 4.5 hours in length. The course is geared toward people who are overwhelmed by day to day responsibilities to learn new or re-affirm coping skills in order have balance in their work, school and family life. In-person workshops are 4.5 hours long with a meal included. Transportation and childcare is offered if needed.

<p>Course Content</p> <ul style="list-style-type: none"> • Workshop Engagement • Life balance • Stress • Stress Exploration • Symptoms of Stress • Support (social, work, school, etc.) • Emotional Management • Stress Management • Short Stress Management Ideas 	<ul style="list-style-type: none"> • Practice Mindfulness • Basic Needs • Self-Care/Healthy Lifestyle • Time management and benefits • Time Management Tips • High Achiever vs Perfectionist Organization Tips • Steps to take control of your life and future • Rewards
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Register for Workshops at www.OutSourceProjectsInc.com ~ Click on the **Workshops Tab**
 Or through the SD DLR website

<https://forms.office.com/g/7aXMxwxFg>