written and produced by

Introduction

| Read this document alongside the PowerPoint presentation. |

AIM OF THE MODULE

Participants will understand what the course is about, what they will need to contribute and what they can get out of it. It will also help participants to begin to get to know you and each other. This short session can be used before beginning of the first session (the Budgeting module).

OVERVIEW

In this module you will cover the following topics:

1. Introducing the Course
2. Phones and Toilets
3. Introductions
4. Course Outline
5. Ice Breaker

This session is designed to last a maximum of 30 mins, although it can be delivered in as little as 10 mins. It can be done at the same time as the Budgeting module.

You will need the following resources:

- PowerPoint presentation
- Laptop, project and screen
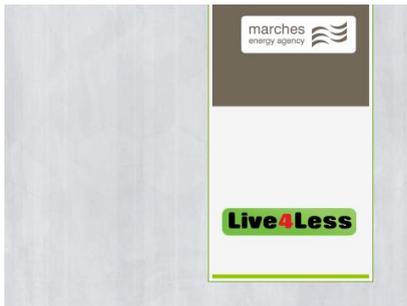- Ice breaker bingo sheets
- Pens

ONE: Introducing the Course

Time required during the session: 2 mins

Objective: To introduce what the course is about. To put participants at ease and explain that their contribution will be valuable to the course.

Relevant PowerPoint slides: 1 - 2

Use these slides to introduce the course. Explain that Live4Less is all about everyone on the course sharing their tools, hints and tips to help each other increase their income and reduce their expenditure. Everyone's knowledge and experience (good or bad) of how to do this is valuable and the more people can share this the more useful *Live4Less* will be for everyone.

TWO: Phones & Toilets

Time required during the session: 2 mins

Objective: To explain practicalities

Relevant PowerPoint slides: 3 - 4

Ask people to turn their phones off, or put them on vibrate only, while the course is running, If you ask them to put them on vibrate only ask them to leave the room to take any calls.

Explain where the toilets and the fire exits are. If the group are familiar with the venue you can delete this slide.
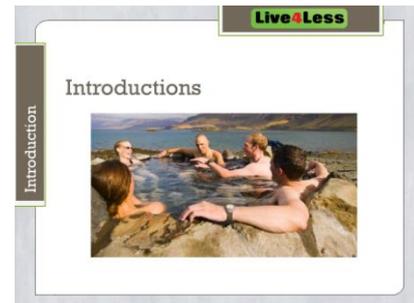
THREE: Introductions

Time required during the session: 15 mins

Objective: For everybody to introduce themselves.

Relevant PowerPoint slides: 5-6

Add a photo of yourself, and some text about yourself to the slide. As well as your name and job title try to add some simple personal information about yourself which is relevant to aims of the course and refer to it when you introduce yourself. For instance you could have this slide:

and you could say: 'My name is Josephine Bloggs. I work for ABC Charity and I like to save money by hunting for bargains in charity shops. I also buy and sell on Ebay and grow some of my own vegetables.'

Ask the rest of the group to introduce themselves in the same way – their name and one thing they do to save money or a reason they have come on the course. This could be by going round and each doing this in turn. Or you could ask them to introduce themselves to each other in pairs, then each person introduces the other person to the group. If the group already know each other and you well you could omit this section.

FOUR: Course Outline

Time required during the session: 2 mins

Objective: To explain what each session of the course will cover.

Relevant PowerPoint slides: 7 – 8

Explain what each session will cover. The modules are:
- Budgeting
- Utilities
- Energy Efficiency
- Transport
- Food
- Volunteering

Rearrange slide 7 to suit your own plans: if you are running the whole course in one day you could remove the 'Day 1', 'Day 2', 'Day 3' signs. If you are not running all the modules remove the pictures that aren't relevant.

Hand out folders to put the handouts in. Depending on how many sessions you are running a document wallet may work, or you could hand out A4 ring binders.
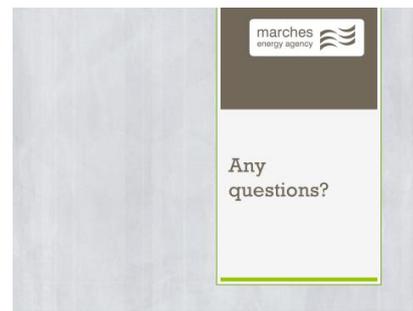
FIVE: Ice Breaker

Time required during the session: 5-10 mins

Objective: To help participants get to know each other.

Relevant PowerPoint slides: 9 - 10

If there has been little interaction so far and the group don't know each other you could do one of the bingo ice breakers included in the handouts or your own ice breaker. If the group are already interacting well or know each other you might choose not to do this.

End the session by taking any questions.