



## Financial Planning

Human Resources is pleased to sponsor a series of Financial Planning sessions to help you make the most of your money in these difficult economic times.

Each session is a two-hour program that encompasses two related topics that are identified below. You may sign up for one or all of the sessions listed. There is no cost for the program(s); however, you will need Supervisor approval for time spent away from your department to attend the session(s).

### **“Make Your Money Go Further... Get Back to the Basics of Financial Management”**

- Cash Management
- Risk Management

### **“Retirement...How Do We Get There From Here?”**

- Investment Planning
- Retirement Planning

### **“Taxes Getting the Better of You? How to Lessen Your Tax Burden”**

- Tax Planning
- Estate Planning Issues

## Topic Description

### **Make Your Money Go Further... Get Back to the Basics of Financial Management"**

#### ***Cash Management***

Ideal for those just getting started, as well as for those who may benefit from ideas on how to better manage day-to-day resources. Course topics include:

- How to assess one’s current financial situation
- Establishing a Budget
- Setting up an emergency fund
- Managing Credit Cards
- Saving and Spending Tips

#### ***Risk Management***

How to protect your most important assets against catastrophic loss. This module explores all the major areas of contingency planning, including:

- Health and long-term care insurance
- Disability planning
- Property and casualty insurance
- Life insurance

## “Retirement...How Do We Get There From Here?”

### **Investment Planning**

Reviews specific ideas on how to invest to achieve key financial goals. It starts with simple concepts, progresses to more sophisticated investment strategies, and includes:

- Investment Types
- Time frame
- Risk Tolerance
- Diversification
- Asset allocation

### **Retirement Planning**

Retirement planning is important, no matter what one’s age or status. This module helps employees identify their retirement goals, take advantage of all their funding sources and remember to account for the effects of taxes and inflation. Participants learn how to:

- Do a retirement calculation
- Make up any retirement shortfall
- Understand Social Security benefits
- Implement their employer-sponsored plans

## Taxes Getting the Better of You? How to Lessen Your Tax Burden”

### **Tax Planning**

An important and sometimes forgotten part of successful money management. This module, which gives valuable tax planning tips for all stages of life, addresses:

- How to determine tax liability
- Marginal tax brackets
- Tax credits and deductions
- Tax reduction strategies
- Tax-favored investing and saving

### **Estate Planning Issues**

The last piece of a successful financial plan. This course addresses the numerous and varied components of estate planning such as:

- Disability planning
- Wills and Trusts
- Probate
- Estate Taxes
- Other advanced estate-planning techniques

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To register or find out scheduled sessions please:

- Login to the **ODU Knowledge Center** at <https://covkc.virginia.gov/odu>
- Select the **Learning Center > Course Information & Enrollment** option.
- Enter **ODU Financial Planning** as the Keywords and click the **Search** button.
- Click the blue information icon to the left of the **ODU Tax Planning** course. The course’s information populates in the right frame of the window.
- Click the **Enroll** link to the left of the course details. You are now enrolled in the workshop and will receive an e-mail confirmation of your enrollment.