



Embedded Financial Counselling Curriculum

Module One: Introduction to Financial Coaching

Participants will learn about financial coaching, its benefits, and the importance of collaboration. A roadmap outlining the steps in a financial coaching relationship will be presented. They will meet their assigned financial coach and have an opportunity for questions. This module includes group discussions and activities to address stigma around finances and foster a safe environment for discussion.

Module Two: Balance Sheets and Budgets

Participants will be introduced to the fundamentals of balance sheets, gaining insight into how to identify their assets and liabilities to establish their financial baseline. Participants will then learn budgeting basics, categorizing and balancing income and expenses, and developing a mock budget to apply their acquired knowledge. Additionally, strategies for assessing current and future financial priorities will be presented.

Module Three: Financial Goal Setting

Through the SMART framework, participants will acquire the skills to identify and establish financial goals. They will gain an understanding of the distinction between short-term and long-term goals and how to subdivide larger objectives into smaller, actionable steps where appropriate. Additionally, participants will learn methods to measure and evaluate their progress.

Module Four: Managing Variable Income/ Understanding How to Maximize Benefits

Participants will be equipped with the skills to budget and plan for variable income, whether due to seasonal changes or situational factors. The module will cover employment insurance and essential benefits such as the Canada Worker Benefit. Additionally, participants will be guided on how to find information regarding eligibility criteria and the application process.

Contact Information

For inquiries, please reach out to Rebekah Smylie, Manager of Financial Empowerment, at rebekahsm@westnh.org or 647-643-2794.

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Module Five: Understanding Credit

After completing this module, participants will understand basic credit principles. They will differentiate between a credit score and a credit report and recognize the roles of Canada's two major credit bureaus. The module covers interest rates, responsible credit card use, predatory lending tactics, and fraud protection.

Module Six: Debt Management Strategies

Participants will learn how to identify the difference between a priority or urgent debt and a secondary debt. They will understand minimum payments and how to prioritize repayments. They will also learn how to speak with their creditors if they need to request special payment arrangements. Finally, they will be equipped with strategies for dealing with collections companies.

Module Seven: Savings and Future Planning

This module will introduce the benefits of long-term savings plans. Participants will explore the importance of having emergency savings and learn about retirement savings options such as TFSAs, as well as education savings plans like RESPs.

Module Eight: Understanding Taxes and Benefits

Upon completion of this module, participants will understand the importance of annual income tax filing. They will know the correlation between tax filing and benefit application/applicability. They will be introduced to the basics of Canadian personal income tax and will learn about the various benefits for which they may be eligible.



Time Commitment

Each module comprises 30-40 minutes of content delivery, followed by 20-30 minutes dedicated to group work and activities.

Multiple modules can be delivered within the same day or week; however, it is advisable to schedule short breaks between sessions to ensure refreshed focus and optimal engagement.

Following the initial session, participants will have the opportunity to enroll in one-on-one coaching sessions, where they will begin developing their personalized coaching plans.

These individual sessions, lasting approximately 30-45 minutes, will assist participants in formulating balance sheets, constructing bud-

gets, identifying financial goals and priorities, determining action steps towards achieving those goals, and providing ongoing support and accountability check-ins.

Participants will have access to a shared Excel workbook to track their progress collaboratively with their coach. The relationship between the coach and the participant is intended to extend beyond the duration of the work placement program. Clients who opt to engage will undergo formal progress assessments at the six-month and one-year marks to ensure alignment with their financial goals. Additionally, regularly scheduled coaching appointments will be held outside these meetings. Appointments may take place in person, via video conferencing platforms, or over the phone.