

Clara Abbott Financial Education

Welcome to Clara's CAFÉ

The personal financial education courses offered through CAFÉ have been carefully prepared to promote healthy financial habits. This menu is exclusively for Abbott employees, retirees, spouses, dependents and survivors. All courses are fully funded by The Clara Abbott Foundation.

If you feel that the employees of your site would benefit from a CAFÉ course, please call (847) 937-CAFE. We will deliver the courses free of charge.



Managing Personal Finances

Basic Financial Education (BFE) [3 ½ hours]

Basic Financial Education is CAFÉ's main course for those who wish to learn basic financial skills and practice them in their daily lives. It presents a complete and realistic approach toward money and debt management that will help students:

- * Set realistic and achievable financial goals
- * Put a simple, easy-to-use system into place that is a real-world alternative to traditional "budgeting"
- * Live within their means
- * Create a specific roadmap for reducing and eliminating debt
- * Successfully manage money for life

BFE Check-Up [60 minutes]

BFE Check-Up uses group discussion to share the skills learned through *BFE*. Attendees will benefit from the lessons learned of other co-workers who have applied the tools of *BFE* into their daily lives. This exciting follow-up and reinforcement class is available to anyone who has previously attended *Basic Financial Education*, or has attended both *Reality Budgeting* and *Enjoying Life Free From Debt*.

Reality Budgeting [90 minutes]

Reality Budgeting is the first part of the *Basic Financial Education* course described above, and is ideal for those who wish to approach financial education one step at a time. You will learn a realistic system for day-to-day money management. Instructors demonstrate how to classify, handle and control the three major areas of spending: monthly, irregular and flexible. This class is also a good refresher on the money management system for those who have already taken *Basic Financial Education*.

Enjoying Life Free From Debt [90 minutes]

This course, part two of the *Basic Financial Education* course, presents a straightforward system for debt elimination. You will learn, and then practice, a quick and sensible method for reducing and eventually phasing out your debts. The practical, long-term benefits of becoming and remaining debt-free are also presented. This course is ideal for those who want to better organize their loan and debt information, as well as a good refresher on the debt elimination system for those who have already taken *Basic Financial Education*.

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Managing Personal Finances (continued)

Managing Debt [90 minutes]

This course will help you understand the real meaning behind financial terms such as principal, interest and debt-to-income ratio. You will learn how debt grows and how to reduce it through saving, and methods of finding extra money. You will learn which types of debts to avoid, and the negative consequences of late payments and over-use of credit cards. In addition, this course reviews the pros and cons of bankruptcy, and why it may not be the best solution for your personal financial situation.

Street-Smart Spending [90 minutes]

Gather ideas on becoming a smarter spender.

This course offers advice and money-saving tips for people who want to become smarter consumers. You'll learn how to anticipate seasonal expenses, deal with unexpected costs and ward off impulse buying. We'll also provide ideas on improving household communications about money.

Scams, Schemes and Consumer Protection [90 minutes]

How do you keep safe from getting taken? Identify the major scams and schemes to avoid. Learn specific action steps to prevent getting taken. Defend yourself against direct mail, telemarketing and email intrusions. Other topics include credit protection, database marketing and Internet privacy.

Loan/Credit Report Fundamentals [90 minutes]

Do you know what your credit score means? What is a credit score? What types of loans are best for you?

Learn the latest information on credit reports and credit scoring, how your score is calculated and, most importantly, tips and strategies for improving your score. Learn how to determine whether you are in your debt comfort zone. Identify the key elements involved in any loan and the major loan types available, from those you should usually avoid to those that can positively contribute to your financial well-being.

Save Money on Your Next Car [90 minutes]

Buying a car should be satisfying, not stressful. Eliminate stress from the process by identifying the primary steps, the three principal transactions and how to negotiate your best deal. You will also learn the ins and outs of vehicle leasing, including how to determine the real interest rate.

Responsible Spending in the Tempting World of Credit [90 minutes]

Over-indulging with credit card spending can lead to serious financial problems. This course helps you understand the psychology of spending and why credit cards can lead to overspending. Learn how to recognize your spending habits, become more aware of what you're buying, and develop methods for deciding whether or not the expenditure is necessary. Compare your cards and decide which one to keep.

Protect Yourself Against Identity Theft [90 minutes]

This timely course will show you how to protect yourself from those trying to obtain your personal information for illegal purposes. Find out what to do if your identity is stolen or your privacy is compromised. Learn specific ways to defend yourself and your family against marketing intrusions of direct mail, telemarketing, Internet, email and others.

Unlocking the Mysteries of Your Credit Report [90 minutes]

This course will remove the mysteries surrounding your credit report. In it you will learn to read a credit report, understand your credit score and most importantly obtain the tools to improve your credit records. Learn how your credit score affects you.

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Managing Personal Finances (continued)

Teens and Money [90 minutes]

Teens and parents can attend this class together. This course will teach teens how to manage money, savings and even credit. Topics will include handling your income and the rules of plastic. How to avoid teen rip-offs will also be covered. Starting teens off on the right foot will prove to be invaluable for their future.

Planning for College

Saving for College: The Early Years (For parents/grandparents of younger children) [90 minutes]

How will you fund your young child's future college costs?

Make the decision to begin saving now for your child's education. Learn how to estimate future college costs and the amount you should consistently save for them. Get the latest information on college savings vehicles, including Education IRAs, Section 529 prepaid and investment plans, gift accounts and more. You will also learn the general framework of the current financial aid system.

Getting the Most Out of College Financial Aid (For parents/grandparents of teenage children)

[90 minutes]

College financial aid is complicated, but this course will remove the confusion by taking it step-by-step. Learn how to calculate your Expected Family Contribution (EFC) and identify strategies to reduce your EFC. Know where to find the principle sources of financial aid, including federal and other scholarships, grants and loan programs. Learn about tax credits and deductions available to students and parents.

Lifetime Strategies

Medicare Myths & Realities [90 minutes]

Participants approaching age 65 and caregivers of any age will be given the tools to plan for the time in their lives when they will utilize Medicare. Attendees will be offered suggestions regarding Medicare eligibility and the enrollment process. Assistance will also be available to caregivers regarding their role with elderly parents.

Making Your Money Last in Retirement (For attendees at, near or in retirement) [90 minutes]

What can you do to make your retirement savings last?

Identify ways to stretch your retirement fund's life expectancy. Understand the importance of cash reserves for weathering the ups and downs of the market. Learn how to use tools to estimate how long your money will last. This course will also cover retirement distribution alternatives, estimated taxes and other retirement tax issues.

Understanding Aspects of Buying a Home [90 minutes]

What do you need to know before purchasing a home?

This class is primarily for those who are considering buying a home in the future, especially in the next few years. It will take you through the key financial steps and considerations in the home evaluation and purchasing process. You will learn how to estimate how much home you can afford, whether buying makes sense for you, the major types of mortgage loans available and how to choose the best financing alternative.

Managing Your Home as an Asset [90 minutes]

How can you maximize the value of your biggest investment?

This class will identify the factors that increase your home's value, including which type of improvements can be the best long-term investments. You'll learn when refinancing makes sense, and how to compare different refinancing alternatives. This course will also explain the pros and cons of accelerating your mortgage and identify a number of creative early payoff ideas.

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Lifetime Strategies (continued)

Protecting Your Property: Car, Home, Records [90 minutes]

How much insurance do you need? What records do you need to keep?

This course will help you understand insurance terminology, how much coverage to carry for auto and home, and ideas for keeping premiums under control. You'll also learn how to get and stay organized on a day-to-day basis, plus tax and other data retention rules.

The Great Mystique of Life and Long-Term Care Insurance [90 minutes]

What triggers the need for these types of insurance, and how much coverage is appropriate?

Learn how to determine the need, amount and characteristics of life, disability and long-term care insurance. Life insurance-related topics will include how much you should carry, major life policy types and piecemeal life policies to avoid. Topics related to long-term care include key characteristics, when a long-term care policy makes sense and insurance buying tools and resources

Investments

Terms of Investment [90 minutes]

Learn how to understand investing in basic terms

Satisfy your hunger for an understanding of **basic** terms and definitions of investment and taxation. You will learn the difference between financial products and investment plans. You will also learn how to read investment and market information published in daily newspapers.

Basics of Saving & Investing [3 hours]

How do you put your hard-earned money to work to achieve your major lifetime goals?

This class will help you identify the building blocks of a successful investment plan. The course will cover principal investment products, as well as many important concepts, including the time value of money, diversification, asset allocation and portfolio rebalancing. You will be able to relate these concepts to Abbott's 401(k) investment options, and have the opportunity to estimate an appropriate allocation of your invested funds.

Invest for Success [3 hours]

Learn what to consider when evaluating an investment. This workshop is meant for those who have or intend to have investments outside of their retirement plan, and hope to increase their odds of long-term success. Digest the impact of inflation on your saving efforts. Mutual fund topics covered include categories, selection and monitoring their performance. For individual stocks, you will identify the important factors to consider before investing and during ownership. You will also learn specific types of orders involved in buying and selling stocks.

Healthy Choices for Financial Advice [90 minutes]

Should you let someone else handle your money? How do you know that person is right for you?

Are you in need of sound financial advice? Learn the financial goal and control areas individuals and families must address, identifying areas where you might require outside assistance. Make a healthy choice by learning how to interview and evaluate a potential adviser. This course will cover the qualifications, credentials, questions to ask during the interview process, compensation methods for different types of advisers and provide tips for monitoring results.