

**Recovering Assets, Inc.**  
An Educational Resource for Individuals  
Recovering From Drug and Alcohol Addiction  
[www.recoveringassets.org](http://www.recoveringassets.org)

# **PRESENTS FREE WORKSHOPS ON Managing Your Personal Finances & Job Seeking Skills**

All Workshops Taught By Business Professionals  
With Extensive Experience in Finance, Management and Recruiting

**Location: West Hollywood Recovery Center**  
**626 N. Robertson Blvd., West Hollywood, CA 90069**  
**Room: Large Training Room**

**SATURDAYS**

**Dates: September 19th - Finance Workshop**  
**26th - Employment Workshop**  
**October 3rd - Finance Workshop**  
**10th - Employment Workshop**  
**17th - Finance Workshop**  
**24th - Employment Workshop**

**Time: 3:00 to 4:30 PM**

**FINANCE WORKSHOP** - Personal Financial Assessment and Budgeting You will learn the concepts of how to assess your personal financial condition through a group discussion and walk through of the preparation of a balance sheet. You will also learn how to prepare a personal budget; monitor the budget and address unexpected expenses and then, each individual will prepare their own personal budget on a form provided. The instructor will be available to assist the individual participants during the process of preparing their personal budget

**EMPLOYMENT WORKSHOP** - Personal Skills Assessment and Goal Setting You will learn how to define your core skills and competencies, the work tasks and activities that you like and don't like and your ideal work preferences. After a discussion of these topics, each participant will then prepare their own self-assessment worksheets on forms provided. You will also learn the goal-setting process by group discussion then, each participant will prepare their own goal-setting worksheet on forms provided. The instructor will be available for assistance during this process.