**Training Fiche Digital Financial Management**

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| **Title** | Digital Financial Management |
| **Keywords** | Automation, Real-time tracking, Budgeting, Financial planning, Mobile finance apps, Smart budgeting, Cash-flow management |
| **Provided by** | RDA Nova Gorica |
| **Language** | English |
| **Training area** | [ ]  **Fundamentals of digital entrepreneurship in microenterprise settings** [ ]  **Digital communication and branding**[x]  **Digital finance**[ ]  **Cybersecurity** |
| **Learning outcomes** | **EntreComp** |
| [ ]  Ideas & opportunities [x]  Resources[ ]  Into action**Specific competences addressed:*** **Financial Literacy and Self-Efficacy**
* **Digital Competence**
* **Digital Collaboration**
* **Sense of Initiative and Responsibility**
* **Problem Solving**
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| **DigComp** |
| [x]  Information and data literacy [ ]  Communication and collaboration[ ]  Digital content creation[x]  Safety[x]  Problem solving**Specific competences addressed:**1. **Information and Data Literacy:**
	* Competence Addressed: Understand and critically assess financial information in digital formats, such as online banking statements, investment reports, and digital financial planning tools.
2. **Communication and Collaboration:**
	* Competence Addressed: Utilize digital communication tools and platforms for financial transactions, collaboration, and information sharing within a financial context.
3. **Digital Content Creation:**
	* Competence Addressed: Develop digital content related to financial management, such as creating digital budgets, utilizing financial planning software, and generating reports.
4. **Safety:**
	* Competence Addressed: Apply knowledge of digital security measures and best practices when engaging in digital financial transactions, considering issues like data privacy and protection.
5. **Problem-Solving:**
	* Competence Addressed: Demonstrate problem-solving skills by using digital tools to address financial challenges, assess risks, and make informed decisions in the context of digital financial management.
6. **Financial Literacy:**
	* Competence Addressed: Apply digital tools to enhance financial literacy, including understanding the benefits and risks of digital financial management, and using online resources for financial education.
7. **Basic Digital Skills:**
	* Competence Addressed: Demonstrate basic digital skills in the context of financial management, including using online banking services, mobile applications, and digital payment systems.
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| **Proficiency level** |
| [ ]  Level 1 [ ]  Level 2 | [ ]  Level 3[x]  Level 4 | [ ]  Level 5[ ]  Level 6 | [ ]  Level 7[ ]  Level 8 |
| **Foundation** | **Intermediate** | **Advanced** | **Expert** |
| **Description** | The DFM focuses on leveraging technology to streamline financial processes. It covers automated budgeting, real-time expense tracking, and integration with bank accounts for accurate categorization. Participants learn to harness digital tools for efficient financial planning, ensuring informed decision-making and improved overall financial health. |
| **Learning objectives** | * **Understand the Fundamentals of Digital Financial Management**
* **Master Digital Banking and Payment Systems**
* **Optimize Budgeting and Expense Tracking through Digital Tools**
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| **Index (3 levels: Module-Unit-Section)** | **Module: Digital Financial Management****Unit 1**: Introduction to Digital Financial ManagementSection 1.1. Overview of Digital Financial ManagementSection 1.2. Benefits of Digital Financial ManagementSection 1.3 Challenges and risksSection 1.4 Digital Transformation in Finance**Unit 2**: Digital Banking and Payment SystemsSection 2.1. Online Banking ServicesSection 2.2. Mobile Banking ApplicationsSection 2.3 Digital Payment SystemsSection 2.4 Security Measures in Digital Banking**Unit 3**: Budgeting and Expense Tracking ToolsSection 3.1. Introduction to Digital BudgetingSection 3.2. Expense Tracking AppsSection 3.3 Personal Finance Management SoftwareSection 3.4 Automating Budgeting and Expense Tracking |
| **Content developed** | **Module: Digital Financial Management****Unit 1:** Introduction to Digital Financial Management**Section 1.1.** Overview of Digital Financial Management In this section, participants will gain insights into the concept of digital financial management and its relevance in the current digital era. The content will cover the key principles and objectives of digital financial management.**Section 1.2.** Benefits of Digital Financial Management Explore the advantages offered by digital tools and technologies in financial management. Discuss how increased convenience, efficiency, and accessibility contribute to the overall benefits of embracing digital financial management practices.**Section 1.3.** Challenges and Risks Delve into the potential challenges and risks associated with digital financial management. Topics will include security concerns, data privacy, and the need for proper cybersecurity measures in the digital financial landscape.**Section 1.4.** Digital Transformation in Finance Provide insights into how digitalization has transformed various aspects of finance, from banking and payments to investing and financial planning. Explore the impact of digital transformation on traditional financial practices.**Unit 2:** **Digital Banking and Payment Systems****Section 2.1.** Online Banking Services Participants will be introduced to online banking platforms, understanding their features and functionalities. The section will cover how online banking enables users to perform various transactions, such as checking balances, transferring funds, and paying bills conveniently.**Section 2.2.** Mobile Banking Applications Delve into the world of mobile banking apps, exploring their functionalities and how they provide users with on-the-go access to their accounts. Discuss features such as transaction history review and mobile check deposits that enhance the mobile banking experience.**Section 2.3.** Digital Payment Systems Explore different digital payment methods, including e-wallets, mobile payment apps, and peer-to-peer payment platforms. Discuss how these systems simplify transactions and contribute to the evolution of digital payments.**Section 2.4.** Security Measures in Digital Banking Highlight the security measures implemented by financial institutions to safeguard users' financial data in digital banking environments. Discuss encryption, multi-factor authentication, and fraud detection systems.**Unit 3:** **Budgeting and Expense Tracking Tools****Section 3.1.** Introduction to Digital Budgeting This section will cover the fundamental concept of budgeting and its importance in financial management. Participants will also be introduced to digital tools and applications that aid in creating and managing budgets effectively.**Section 3.2.** Expense Tracking Apps Explore the features and benefits of expense tracking apps, emphasizing their role in helping individuals and businesses monitor spending, categorize expenses, and gain insights into financial habits. Practical examples and demonstrations will be provided.**Section 3.3.** Personal Finance Management Software Participants will be guided through the features and capabilities of personal finance management software. The content will highlight how such software empowers users with comprehensive financial tracking, budgeting, and goal-setting functionalities.**Section 3.4.** Automating Budgeting and Expense Tracking Discuss the benefits of automating budgeting and expense tracking processes. Explore tools and integrations that streamline budgeting, automatically categorize expenses, and provide real-time updates by integrating with bank accounts and credit cards. |
| **5 glossary entries** | **Digital Financial Management**: The practice of using digital tools and technologies to effectively plan, track, and manage financial activities. This includes activities such as budgeting, expense tracking, and utilizing online banking and payment systems for enhanced financial control and efficiency.**Cybersecurity Measures**: Security protocols and practices implemented to protect digital financial systems and information from unauthorized access, cyberattacks, and data breaches. Cybersecurity measures include encryption, multi-factor authentication, and robust fraud detection systems.**E-Wallets**: Electronic wallets or digital wallets that store digital representations of currency, allowing users to make electronic transactions securely. E-wallets often support various payment methods and are commonly used for online purchases and mobile payments.**Mobile Banking Applications**: Applications designed for mobile devices that provide users with access to banking services and features. These apps enable users to perform transactions, check account balances, and manage finances conveniently using their smartphones or tablets.**Expense Tracking Apps:** Software applications designed to help individuals and businesses monitor and categorize their spending. Expense tracking apps provide features such as real-time expenditure updates, budget tracking, and insights into spending patterns to promote financial awareness and discipline. |
| **5 multiple-choice self-assessment questions** | **Question 1: What is the primary focus of Unit 2, Section 2.2 in the "Digital Financial Management" module?**Option a: Exploring digital payment systemsOption b: Introducing online banking servicesOption c: Discussing mobile banking applicationsOption d: Highlighting security measures in digital bankingCorrect option: c**Question 2: In the context of digital financial management, what is the purpose of expense tracking apps?**Option a: Enhancing cybersecurity measuresOption b: Monitoring and categorizing spendingOption c: Exploring digital payment methodsOption d: Discussing the benefits of personal finance management softwareCorrect option: b**Question 3: Which section of the module covers the challenges and risks associated with digital financial management?**Option a: Unit 1, Section 1.1Option b: Unit 1, Section 1.2Option c: Unit 1, Section 1.3Option d: Unit 1, Section 1.4Correct option: c**Question 4: What is the key feature discussed in Unit 3, Section 3.4 - "Automating Budgeting and Expense Tracking"?**Option a: Exploring personal finance management softwareOption b: Introduction to digital budgetingOption c: Benefits of digital financial managementOption d: Automation tools and integrations for streamlining budgeting processesCorrect option: d**Question 5: Which unit of the module explores different digital payment methods, including e-wallets and mobile payment apps?**Option a: Unit 1Option b: Unit 2Option c: Unit 3Option d: Unit 4Correct option: b |
| **Bibliography and further references** | 1. **Books:**
	* *Digital Financial Services: Challenges for Government, Consumers, and Businesses* by Jim L. Borden and William R. Eadington
	* *Blockchain Basics: A Non-Technical Introduction in 25 Steps* by Daniel Drescher
	* *The Fintech Book: The Financial Technology Handbook for Investors, Entrepreneurs, and Visionaries* by Susanne Chishti and Janos Barberis
2. **Articles:**
	* "The Future of Digital Banking: Why Digital Banking is Here to Stay" by Peter Wannemacher (Forrester Research)
	* "The Rise of Mobile Banking" by Madhvi Mavadiya (The Balance)
	* "The Role of Cybersecurity in Financial Services" by Varun Haran (Information Security Media Group)
3. **Online Resources:**
	* Digital Banking Trends
	* Digital Transformation in Finance
	* Budgeting and Financial Management Apps
4. **Courses and Webinars:**
	* Coursera - FinTech: Foundations & Applications of Financial Technology
5. **Reports and Whitepapers:**
	* World Economic Forum - The New Physics of Financial Services
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| **Related material** | DREAM\_WP3\_Training\_RRA\_EN |
| **Video (if any)** | / |