



Advocating for Employment Training

Facilitation Notes

Best Buddies: Training 4 **Facilitation Notes**

Objective: To provide ambassadors with the tools, training, and language to understand employment, create goals for their own professional success, and advocate for inclusive employment in the workforce.

Goal: Ambassadors will leave training with an understanding of how to advocate career opportunities, interview for job positions, and share why employment for people with IDD is so important.

Materials: Handouts, PPT, projector, Internet access, pencils, paper

Time: 10:00am – 2:00pm | 30 minute lunch break

Welcome

10:00am – 10:30am

Recap Training | Purpose: 15 minutes

- All ambassadors have learned to write a speech, to present and speak publically, and to advocate for themselves and a cause
- Today, we will be applying those skills to advocating for employment
- Whether you are already employed or seeking employment, it is important to be able to speak to your skillset, your work ethic, and your professional goals
- At the end of today's training, ambassadors will be able to identify their professional qualities, understand the importance of employment, and have mastered the interview process
- Ambassadors will develop a speech which speaks to their ability to work and develop their professional skills.

Icebreaker: 10 minutes

Friends & Neighbors

Seeing what individuals have in common

- First person stands up and says "I want to see all my Friends and Neighbors who..." and then shares something about themselves (wears glasses, has a dog, is allergic to fish, etc.)
- Everyone who has this in common stands or raises their hands in the air
- Each person should have a chance to share something about themselves to check who else has it in common

Goals and Rules: 5 minutes

- Review rules established in past trainings
- Remind speech coaches and advocates to be present, respectful, and engaged
- Rule reminders: no cell phones, listen quietly, take turns, do not interrupt others, be respectful, all ideas are good ideas, be encouraging of others, ask questions, have fun! Anything additional?

Advocating for Employment

10:30am – 11:30am

Understanding Your Role as an Advocate in the Job Market: 20 minutes

Discussion:

Keep notes on the board

- What does it mean to be an ambassador?
- How does this translate to the workforce?
- How can you be an advocate on the job?



Advocating for Employment Training

Facilitation Notes

- How can you use these advocacy skills to find employment and grow in your employment?

Why is having a job important?

- What does it mean to be employed?
- How are you serving yourself and the community by being employed?
- How does being employed help us meet our goals as an ambassador:
 - Self-advocacy, making a positive impact, spreading a mission of inclusion and equality, etc.

Who has been employed?

- How does being employed make you feel?
- What new things did you learn?
- Why was the responsibility important?

Making a Career Action Plan Worksheet: 20 minutes

Complete worksheet with speech coaches

Share feedback on these answers with group: 10 minutes

Together, explore:

- What is your career goal?
- Why does this career appeal to you?
- What skills do you need to build to secure this job?

Knowing Your Network: 10 minutes

Discussion:

- How can your ambassador skills serve you in connecting to the job that is right for you?
- How can your ambassador skills help you to find a job you enjoy?
- How will your ambassador skills make you a more qualified for a career?
- How can you use your ambassador skills to advocate for inclusion in the workplace?
- How can your ambassador skills help you advocate for people with IDD who do not have a job?

Lunch

11:30am – 12:00pm

Introduction to Interviews

12:00pm – 12:30pm

Job interviews are an incredibly valuable way for the employer to learn if you are right fit for the job – and for you to learn if the job is the right fit for you. Job interviews provide the employer a chance to learn about you, your skillset, and what you have to offer the company. It is a critical time for you to ask questions and learn about the position to see if this job will make you happy, fulfilled, and empowered.

Preparing for the interview: 10 minutes

Key things to keep in mind

- Be prepared
- Know about the job and what the role entails
- Come prepared with questions
- Verbal vs. Nonverbal communication is key to a positive interview
 - Verbal: thank the interviewer for their time, sound enthusiastic about the opportunity, explain why you would be a good fit for the job, etc.



Advocating for Employment Training

Facilitation Notes

- Nonverbal: smile, make eye contact, shake hands, avoid crossing your arms, take notes, etc.
- Don't forget to follow up after the interview by sending a thank you email and restating your interest in the position

Speed Mock Interviews: 20 minutes

Materials: *Speed Mock Interviews Worksheet*, writing utensil

- Start the group in pairs: speech coaches and ambassadors
- Provide ten minutes for the speech coach to ask questions and for the ambassador to answer
- The speech coach should provide feedback and support (make more eye contact, speak up, trust yourself, have fun with this, etc.)
- Provide time for the ambassadors to ask questions
- Have the ambassadors turn to a new speech coach every ten minutes to practice interview with different people

Speech Preparation

12:30pm – 1:00pm

Speech Writing Recap: 5 minutes

- Group will review elements of a speech: intro, body, and conclusion
- Will utilize worksheets and lined paper to frame speech to be written specifically for employment
- Remind ambassadors that they are still building their advocacy skills; today we are advocating for equal employment for people with and without disabilities
- Include this call to action in your speech

Writing Your Speech Worksheet: 25 minutes

Materials: *Speech Writing Worksheet*, lined paper, writing utensil

- Speech coaches will support ambassadors to identify career goals and develop a speech to advocate for inclusive workspace and employment for people with disabilities.

Speech Finalization

1:00pm – 1:30pm

Goal: Ambassadors will finalize speeches; focus on edit and practicing as needed.

Edit & Practice: 30 minutes

Goal: For ambassadors to feel comfortable with their message and confident in the mission they are speaking to

- Ambassadors and speech coaches will review speeches
- Make edits for consistency and clarity
- Ambassadors will practice speeches with coaches; make any changes

Speech Presentations

1:30pm – 2:00pm

Wrap Up & Reminders

- Thank everyone for learning about Best Buddies and sharing their advocacy for the mission!
- State Events & Reminders