



# Advocating as an Ambassador Training

## Facilitation Notes

### **Best Buddies: Training 5** **Facilitation Notes**

Objectives: To provide ambassadors with the understanding of the value of networking; to develop skills and best practices to engage with audiences before and after speeches; to develop networking abilities.

Goal: To improve their understanding of conversational advocacy and build skills to share their mission and story beyond speech presentations.

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

Time: 10:00 am – 2:00 pm

#### **Welcome: 10:00 am – 10:30 am**

Recap Training | Purpose: 10 minutes

Introduce the purpose and goals of the *Advocating as an Ambassador* training. This training will explore different and valuable ways to serve as a Best Buddies Ambassador. Being a Best Buddies Ambassador means more than just presenting speeches; a Best Buddies Ambassador shares the mission of the organization and their story and goals for inclusion with people they interact with on a daily basis. This class will provide ambassadors with the understanding and tools to serve as an empowered advocate and skilled networker.

#### Goals and Rules: 10 minutes

- Review the goals and rules shared during past trainings
- Determine the goals for this training with a brief discussion:
  - What do ambassadors hope to accomplish from this training? How will networking improve their abilities as advocates?
  - What can ambassadors accomplish as skilled networkers?
  - How will this training improve their ability to make an impact and share their story?
- In order to reach these goals, what rules need to be set? Come up with some, as a group.
  - Try your best.
  - Ask for help.
  - Don't interrupt someone while they are speaking.
  - Have fun!

#### Icebreaker: Question Ball: 10 minutes

Take a beach ball and write "ice breaker" questions all over it:

- Questions: What is your favorite summertime activity? What are your plans for the weekend? What did you do for the Fourth of July? What is your hobby? What is your greatest accomplishment? What is your favorite food? Who is your favorite band? What is the number one thing on your bucket list? What is your favorite movie? What is your favorite book? Where is the best place you've ever traveled?
- Tell ambassadors that the index finger of the hand that they write with will determine the question that they will answer. Toss the ball to the first attendee who needs to catch it and answer the question that his/her index finger lands on.
- They then toss the ball to the next person and so on.



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### What is Networking? 10:30am – 10:40 am

Discussion:

Ask ambassadors what “networking” means to them.

- Has anyone ever networked before?
- What are some places you will typically network (work, school, social events)
- How can networking help you?
  - Introduces you to more people
  - The ripple effect: the more people you meet and share your story with, the more people they introduce you to; this can extend your story, your purpose, and your reach so much further than you imagine
- Why is networking important?
  - Opportunities to share your story
  - Grows your ability to advocate: introduces you to more people and places to share your story and advocate for inclusion
- How does networking work?
  - Networking is sharing your story and your purpose – but it is always about *listening* to others; what is their story? What do they have to share?
  - By listening you can create your greatest partnerships: what do your new friends do? How can their work, interests, and skills help you further your story and our mission?

### Networking Activities: 10:40 am-11:30am

Networking requires that you are prepared to share about yourself in an engaging way; you need to be able to meet new people and tell about yourself quickly and concisely – and be prepared to listen to others and their stories and goals.

#### Developing your story: 15 minutes

Materials: writing utensils and lined paper

Ambassadors will work with their speech coaches to share about themselves using 10 words or less. What is the most important thing they share?

- Practice with speech coaches; how can you start a conversation and keep your story/goals to 10 words or less?
- What ten words are most important to getting a conversation started?

Keep these ten words on the backburner; switch gears to active listening. Remember to write them down.

#### Engaging your crowd: 15 minutes

Materials: writing utensils and lined paper

Ambassadors will work with speech coaches to develop key questions that will be important to ask crowds when networking; things to keep in mind: how will knowing about this person help you shape your opportunities to share your story and advocate for inclusion?

- Who is this person? Where are they from? What do they do for a living? Why are they at this event? What are their goals and ambitions? What organizations do they belong to? Do they volunteer? Are they familiar with your goals?
- Remember to write down what you come up with.



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### Speed Networking: 20 minutes

Ambassadors will pair up for 5 minutes at a time; begin by having ambassadors share their 10 words with each other.

- Did they share enough about themselves? Are there still questions that need to be answered?
- Have ambassadors network by asking questions and learning about each other; stress the importance of listening.
- Please keep in mind the ambassadors may have to look at the notes their speech coaches took in the sections above.

Follow up: have ambassadors share their experience; what did they learn about their partners? Was it hard to listen and engage? How can they utilize these skills in real life?

### **Lunch 11:30am-12:00pm**

### ***Developing the Speech: 12:00 pm – 12:30 pm***

#### Your Speech and Networking 10 minutes

##### Discussion

How can we take these goals of networking and build them into a speech?

- Ambassadors will often be expected to network at events before and after giving their speech; how can they incorporate what they learned about their audience and what they think is important to share about themselves in a speech?

### Building the Speech: 10 minutes

Review components of a speech: intro, body, and conclusion

When at a networking event, what are the important things to build into the three main components of your speech?

- Intro: Who are you? Ten most important things about you from earlier exercise
- Body: What can you offer as an advocate? What are your accomplishments, goals, and obstacles? How can serving as an ambassador and being a strong self-advocate help you share your mission of inclusion and acceptance of all people?
- Conclusion: Why does this audience care? You have networked with these people; you know who they are – why is it important that they take your message and help you change the world to be a more inclusive place?

### Developing the Speech: 20 minutes

Materials: *Developing the Speech Worksheet*, writing utensils

Have ambassadors use *Developing the Speech* worksheet to outline key points for intro, body, and conclusion that they can use to write into their speech. Ambassadors should work with speech coaches to touch on key points and important aspects.

### ***Speech Writing: 12:30 pm – 1:30 pm***

#### Speech Preparation: 40 minutes

Materials: *Developing the Speech Worksheet*, writing utensils, lined paper

Ambassadors should work with speech coaches to develop their speech about advocacy and making an impact in their community. Ambassadors should use their finished *Developing the Speech Worksheet* to further create their speech.

Encourage ambassadors to remember:



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- Share why it is important that the audience hear your message; why is what you are sharing so important?
- Incorporate the audience; you have mingled with these people. What messages are important to them? How can you build in your audience's goals to your story?
- What is your call to action?

### Edit & Practice: 20 minutes

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

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

### **Speech Presentations: 1:30 pm – 1:50 pm**

### **Wrap Up: 1:50 pm – 2:00 pm**

### CONGRATULATIONS!

- Thank ambassadors for their commitment and passion
- Share places they can continue to stay involved in public speaking and advocacy
- Group picture with certificates (if you have them)!!