



Public Speaking Essentials Training

Facilitation Notes

Best Buddies: Training 2 **Facilitation Notes**

Objective: To provide ambassadors with the tools and training to engage audiences with their story and to showcase the BB mission with a well-developed speech.

Goal: Ambassadors will leave the training with the ability to capture the audience with a focused speech highlighting their story and the mission in addition to enhancing the delivery of their speech to the audience.

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

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

Welcome: 10:00am – 10:50am

Recap Training | Purpose: 10 minutes

- Today the ambassadors will not only learn how to write a clear concise speech but also how to present their speech to an audience.
- This session will review how to develop their speech around core ideas, to keep their speech focus, and how to capture the audience with your presenting skills.
 - Even if ambassadors are not matched in a program, they can still learn about what we do as an organization and how we operate worldwide.

Goals and Rules: 10 minutes

- Ask ambassadors what their goals are for the training. What new tasks do they hope to accomplish today and how do they hope to grow from last training?
 - Allow for 2-3 ambassadors to share their goals for the day.
 - Keep track of the goals and follow up at the end of the training; were they met?
- Review the rules as a group; what did we miss last time?
 - Try your best.
 - Ask for help.
 - Don't interrupt someone while they are speaking.
 - Have fun!

Icebreakers: 20 minutes

Activity: Buddy Bingo

Materials: printed Bingo cards, disks to cover bingo cards

- Pass out Bingo cards with disks
- Once they have reached Bingo have them share the phrases along with their name with the group that made them reach Bingo.
- By each ambassador sharing their phrases it will allow the group to get to know each other better.

Ambassador Follow Up: 10 minutes

Group discussion

- What has changed since the last class?
- Can anyone share how they used their new advocacy skills?
- Were they able to present their speech or share their story in a new way?
- Have your feelings changed on what it means to be an ambassador and impact your community?

Advocacy & Finding Your Focus: 10:50am – 11:50am



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Review: 10 minutes

- Revisit the core components of writing a speech
- How can you write a speech that gives you the freedom and the confidence to share your story? (by using The Five W's Worksheet below)

Who | What | When | Where: 20 minutes

Materials: writing utensils, *The Five W's Worksheet*

- Build a speech around these core ideas; ensure your story captures the Five W's
 - WHO – Who is the advocate?
 - WHAT – What is being advocated?
 - WHEN – When is the best time to advocate and capture an audience?
 - WHERE – Where is a good platform to advocate?
- Complete worksheet with speech coach

Keep Your Eye on the Prize: 20 minutes

Materials: Eye on the Prize worksheet, writing utensil

- How do you identify what the goal of your speech is?
- Discuss the importance of staying focused throughout your message
 - What do you gain by being clear and concise?
- Complete the *Eye on the Prize* worksheet with speech coaches
- Have a brief open discussion then ask ambassadors to work with their speech coach to identify the goal of their speech.

Let Your Voice Be Heard: 10 minutes

- Why is important to use your voice to share your story?
- What can you, as a speaker, do to make the audience want to listen to you?
- What does it mean to be believable? Why is this vital?
 - How would you react to listening to a speaker who you don't believe?

Lunch: 11:50pm – 12:20pm

Speech Writing: 12:20pm – 1:15pm

Advocates Write Speeches: 40 minutes

Materials: writing utensils, Writing Your Speech Worksheet

- Ambassadors break up into pairs with speech coaches, developed more focused speech
- Keep in mind that the ambassador should identify who they are, what they are advocating, where they will advocate and when they will deliver the speech.
- Speeches should focus more on advocacy and less of their personal mission like last training

Edit speeches: 15 minutes

Why do we edit?

- What do we look for while editing?
 - Staying on topic
 - Being clear and concise



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- Flow
- Grammar and spelling
- Punctuation that can help you send your message (think back to the last exercise!)

Presentation Prep: 1:15pm – 1:45pm

Reading vs. Delivering a Speech: 15 minutes

- What's the difference? Why is it important to know the difference?
- What are the downsides of just reading a speech?
 - Hard to connect with audience, disengaged, hard to hear or understand, doesn't get message across, no buy-in from audience
- What can help you deliver a speech?
 - Add spaces to remind you to pause
 - Use large font so it's easy to read
 - Use ellipses to emphasize pauses
 - Add personal reminders
 - Put on note cards
 - Italicize, underline and bold when needed
 - Practice!

Presentation & Practice: 15 minutes

- Review skills that ambassadors should keep in mind while presenting.
- Ambassadors should practice with their speech coach, keeping the tips and techniques of delivery in mind with their coach

Speech Presentation: 1:45pm – 2:25pm

Speech Presentations: 40 minutes

- Allow each ambassador the opportunity to share their completed speech with the entire group.

Wrap Up: 2:25pm – 2:30pm

Closing Notes: 5 minutes

- Congratulations
- Remind ambassadors that practice makes perfect.
- Encourage them to look for opportunities where they can share their speech.
 - Chapter meetings, with coworkers, with family/friends, etc.
- Remind them about any upcoming activities that they are encouraged to attend.
- Thank speech coaches and ambassadors for attending!