



# Speech Writing Essentials Training

## Facilitation Notes

### **Best Buddies: Training 1** **Facilitation Notes**

**Objective:** To provide ambassadors with the tools, training, language and understanding on how to write a speech to share their story and showcase the mission in action.

**Goal:** Ambassadors will leave the training with the ability to communicate their story and their mission statement in addition to the impact of the organization on their lives in community in a well- developed speech.

**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

- All ambassadors will learn to write a speech on sharing their story, how the BB mission has impacted their lives and how to present their speech publically.
- This session will review what it means to be an ambassador, what a mission statement is, how to develop their own mission statement in relation to their story, and the components on how to write a speech.
  - 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 do they hope to accomplish?
  - Turn this into a brief discussion
  - Write down some of the goals
- 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
  - Cellphones
  - Respectful and encouraging language
  - Have fun!

### Icebreaker and What is an ambassador?:

#### 30 minutes

- What are the qualities of an ambassador? What role does an ambassador play within and outside of BB?
- An ambassador is the face of Best Buddies –what does that mean?
- Have ambassadors and speech coaches participate in a round robin (see instructions, below), then discuss as a group

### Activity

**Materials:** printed questions for *Round Robin Worksheet*

- Brainstorming *Round Robin Worksheet*
- Split the ambassadors and speech coaches into groups of 6-10 around the room. Each group is handed the brainstorming questionnaire to discuss amongst themselves for 8-10 minutes



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- Have volunteers share answers with the entire training

**Break: 10:50am - 11:00am**

### **Why Share Your Story? 11:00am-11:20am**

20 minutes

Materials: lined paper, writing utensil

- Why is it important to be able to tell others about yourself, your experiences, or your hopes?
- Discuss the following questions, as a group:
  - What do you gain from sharing with others?
  - What do others gain from hearing you share?

#### Activity

- Ask ambassadors to work with their speech coaches to determine what their personal story is. What do they want to share with an audience? Why is their story important to share; what impact does their story have on themselves and what can it mean for others?
- Allow two – three ambassadors to stand up and give a brief version of their story

### **Finding Your Mission 11:20am- 12:00pm**

10 minutes

- Begin by asking what the ambassadors believe a *mission* is
- NEXT SLIDE – provide a definition
  - Mission –“a strongly felt aim, ambition, or calling”
- Ask ambassadors to explain what they believe this to mean to them, to their community, etc.

### Writing Your Own Mission Statement

30 minutes

Materials: Mission Statement worksheet, writing utensil

- Talk about individuals with different careers; ask ambassadors to point out specific individuals, defining their mission. Also talk about the different non-profit organization in the slides and their mission statements.
  - Ex: Doctor - to save lives or keep people healthy,
  - Ex: Police - to keep people safe,
  - Ex: Teacher - to help people learn, etc.
- Discussion: how does the *mission* of their work help these people?
  - It helps keep them on track; it helps them identify if they are doing a good job; it informs people around them what they do and what they can help with
- What is YOUR Mission?
  - What is your “calling, aim, ambition”
  - What do you hope to accomplish in your community, in your lifetime?
  - How can knowing your mission keep you on track in meeting your goals?
  - How can knowing your mission inform the community of what you have to offer, what you can do for others, what impact you can have?
  - How can this information guide you and help make sure your goals are met?



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- How will you know when your mission is being met?
- What is the main piece of information that you want the audience to learn about you?

### Activity

- Have ambassadors use the *Mission Statement* worksheet to create their personal mission statement.
- Ask 1-2 ambassadors to share their mission statements with the group.
- Remind them that they are encouraged to incorporate these into their speech in addition to their personal story they identified earlier.

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

### **How to Write a Speech: 12:30pm-12:45pm**

#### 15 minutes

- There are three main parts to every speech: intro, body, and conclusion
  - How do we know this? Do we see this in books and in movies?
  - This helps keep the story going; helps people know why they should listen, what they will learn, and how this will teach/help/impact them
- Review slides about each section

### **Writing the Speech: 12:45pm - 1:30pm**

#### 45 minutes

Materials: *Writing Your Speech* worksheet, lined paper, writing utensils

- Have ambassadors work with their speech coaches to write a speech on the topic
- Check in on each pair to ensure that no one is falling behind; make frequent announcements of how much longer they have to ensure everyone will finish in time

### **Presenting a Speech: 1:30pm – 1:45pm**

#### 15 minutes

- Review skills that ambassadors should keep in mind while presenting
- Feel free to add to the list provided on the slide

### **Speech Presentations 1:45pm-2:25pm**

#### 40 minutes

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

### **Closing: 2:25pm - 2:30pm**

#### 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!

BEST BUDDIES



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