## **BEST BUDDIES LEADERSHIP ACADEMY**

# **SMART Goal Setting**



#### Reflection

Discussion: 5 minutes

Use this time to ask participants what they feel they have learned so far at Leadership Conference, and what they still hope to learn. Also, provide an overview of what the next course will look like and the goals of this session.

Overview/Goals: Review of personal versus professional communication and how to use your strengths to lead conversations. The class will continue with acting out scenarios so participants can learn from each other to further understand all of the pillars of Best Buddies. After this course participants will be able to identify opportunities to advance the mission and engage their community that go beyond their prior connections to Best Buddies.

#### **Professional versus Personal Communication**

Discussion: 5 minutes

Personal Communication: appealing to emotions, using your personal story to channel your message, gathering support because of your own experience in Best Buddies

Examples: conversation with a friend or colleague, email asking for support for the Friendship Walk, Social media post about Best Buddies

Professional Communication: using structure and facts to get message across. Convincing others to become involved because of larger picture by utilizing professional engagement opportunities

Examples: Conversation with your HR department, asking a school district's superintendent for support about expansion efforts, PTA meeting, an acquaintance you just met at a Gala or formal event

## **Identifying Opportunities to Advance the Mission**

Discussion: 5 minutes

Ask the group for examples of ways to be involved in Best Buddies, with a review of the three pillars. Then follow up by asking ways to further the mission and expand programs, and then about the role each participant can play in these expansion efforts.

#### **Scenarios**

Exercise: 45 minutes total

Acting out prepared scenarios allows for participants to fully engage while learning how to respond and react to common questions and situations that ambassadors may come across while advocating on behalf of Best Buddies. The goal of this exercise is for participants to leave feeling they can confidently represent all pillars of Best Buddies and be a stronger advocate for inclusion in the community.

Large Group Scenarios: 15 minutes

Participants will be hand-selected before LC to act out 3-4 common Best Buddies scenarios. These will cover topics of people-first language, how to start a friendship chapter, a basis of all three pillars and event engagement

Small Group Scenarios: 30 minutes



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Participants in groups of no more than 5 will draw from dozens of prep-made scenarios (**see Scenario notes**), and then act out their scenario. If this participant feels like they are an expert in this situation already, they can either draw again or give the scenario to a group member and guide them through it. The purpose of this exercise is for all participants to learn from each other and their experiences, so everyone can represent Best Buddies and the mission of inclusion in their community. Participants should spend no more than 2 minutes per scenario.

# **Goal Setting**

Discussion: 5 minutes

Present SMART acronym goal model: (use handout or put in on projector)

- Specific:
  - What do I want to accomplish
  - O Why is this goal important?
  - o Who is involved?
  - o Where is it located?
- Measurable:
  - o How much/ many?
  - o How will I know when it is accomplished?
- Achievable:
  - o How can I accomplish the goal?
  - o How realistic is the goal, based on other constraints, such as financial factors?
- Relevant:
  - o Does this seem worthwhile?
  - o Is this the right time?
  - Does this match Best Buddies/ my community's needs?
  - o Am I the right person to reach this goal?
- Time Based:
  - o When?
  - O What can I do six months from now?
  - O What can I do six weeks from now?
  - o What can I do today?

Discussion: 10 minutes

Ask the group for ways to advance the mission, both using the Best Buddies model and pillars, but also with further community engagement and involvement. Review that we not only want to expand our programs, but that we also want participants to find ways to advocate for the disabilities rights movement and inclusion as a whole.

Ask the group for examples of SMART goals:

- Opening a chapter, or contacting a school district
- · Partnering with a company or organization for an ambassador training
- · Hosting a diversity training with an HR department



# SMART Goal Setting



Finding a local community group to present about Best Buddies and inclusion

Exercise: 10 minutes

Participants should use this time to fill out two copies SMART goal worksheet (**see SMART worksheet**). The second copy will be returned by facilitators to the state office of the participant so staff can follow up with the goal throughout the year. Facilitators should assist participants who do not have a goal during this portion, but should be largely independent. Session will end once everyone has completed their SMART goals.

