



Ambassador: Train the Trainer

Facilitation Notes

Best Buddies: Train the Trainer **Facilitation Notes**

Objective: To provide volunteer facilitators with the tools, training, and language to teach an ambassador training.

Goal: Volunteer facilitators will leave the training with the ability to successfully teach ambassadors to showcase the mission in action, articulate a foundational knowledge of all Best Buddies programs, and share their personal experiences with various Best Buddies programs.

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

Time: 1 hour 30 minutes

Note: This training can be used in a group setting lead by a BB employee with volunteers that want to facilitate an ambassador training or can be reviewed by a volunteer along with the PPT.

Welcome and Training Overview: 5 minutes

Materials: none

Recap training | Purpose:

- This session will provide the volunteer facilitators with a foundational overview of all Best Buddies programs, including state-specific information (need to reach out to your PM to gather state specific information), and prepare them on how to guide the ambassadors on the writing and delivery of their speeches.

History/Overview of Best Buddies: 30 minutes

Materials: PPT

Activity: Share your connection to Best Buddies (10 minutes: only needed if this is a group training)

- Go around the room and have each volunteer facilitators share their connection to Best Buddies—how long they have been involved and what program(s) they are involved with, etc.

History of Best Buddies: (10 minutes)

- Best Buddies was founded in 1989 by Anthony Kennedy Shriver, who is the son of Eunice Kennedy Shriver, founder of Special Olympics. Since 1989, Best Buddies International has grown to include one-to-one friendship opportunities for people of all ages (elementary through adulthood), leadership development, integrated employment, and inclusive living. Inclusive living is the most recent Best Buddies initiative, and is currently being piloted in California near the UCLA campus. See below for details on each pillar (pulled from website info).

Friendship: Best Buddies Friendship programs represent one of our organization's four key mission pillars. These programs build one-to-one friendships between people with and without intellectual and developmental disabilities (IDD), offering social mentoring while improving the quality of life and level of inclusion for a population that is often isolated and excluded. Through their participation, people with IDD form meaningful connections with their peers, gain self-confidence and self-esteem, and share interests, experiences and activities that many other individuals enjoy.

Jobs: The Best Buddies Jobs program represents one of our organization's four key mission pillars, Integrated Employment. This program secures jobs for people with intellectual and developmental disabilities (IDD), allowing them to earn an income, pay taxes, and continuously and independently support themselves. The Jobs program places focus beyond the typical jobs in which a person with IDD might be placed. Best Buddies focuses on finding work that matches the job seeker's interests and talents.



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Leadership: Best Buddies Leadership Development programs represents one of our organization's four key mission pillars. The programs educate and empower people with and without IDD to become leaders, public speakers and advocates. Best Buddies passionately believes that its program participants can lead the effort within their community and beyond to build a more inclusive world for people with IDD.

Living: The Best Buddies Living program represents one of our organization's four key mission pillars, Inclusive Living. This program fosters an integrated experience for people with and without IDD to become active, contributing citizens who live independently in a dynamic environment where they can learn, grow, and thrive. The Best Buddies Living program encourages people with and without IDD to live together in a vibrant community that is focused on supporting all residents in accomplishing their life goals and dreams.

EXAMPLE: Ask your PM for specific state information.

Best Buddies in Indiana: (10 minutes) *(Utilize BBIN Programs Summary and overview one-pager from BBU)*

- *Does anyone know what school had the first BB chapter in our state? When did that chapter open?*
- *Which programs does BBIN currently have? Bonus points if you can name all eight BBIN staff members!*
- The first Best Buddies chapter in the state of Indiana opened in 1994 at the University of Notre Dame. This chapter was managed by the Best Buddies office in Chicago until Indiana opened a state office in Indianapolis in 2002.
- Indiana currently includes all programs with the exception of Best Buddies Living (currently being piloted in CA). These programs are: School Friendship, Promoters, Jobs, Citizens, and Leadership Development. (See BBIN Programs Summary to give overview of each area)
- Schools
 - 110 chapters—elementary school, middle school, high school, promoters, colleges
 - Explain difference between promoters and school friendship
 - Explain relationship between colleges and host sites
- Jobs
 - 9 current employment partners
 - 31 participants currently supported
 - Best Buddies Indiana Jobs participants earn \$11.19 on average, \$3.94 higher than the state and minimum wage (\$7.25, 2019)
 - BBIN Jobs participants are currently placed in positions ranging from administrative work and retail to laboratory technology and gourmet cooking
- Citizens
 - Community chapter vs corporate chapter
- Leadership Development
 - Ambassadors

Deep Dive into the Ambassador Program: 20 minutes

Materials: PPT

What is an Ambassador?

A participant with or without IDD, youth or adult, who has completed an official Best Buddies ambassador training and is committed to promoting and educating audiences about the mission, philosophy, and benefits of Best Buddies through public speaking.



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Who participates in the ambassador program?

- **Ambassador** – a participant with and without intellectual disabilities (IDD) who has completed official Best Buddies Ambassador trainings and is committed to promoting and educating audiences about the mission, philosophy, and benefits of Best Buddies through public speaking.
- **State Ambassador** – a participant with and without IDD who has successfully completed two ambassador trainings through their state ambassadors program in one calendar year and has been selected by their state as an official state ambassador
- **Global Ambassador** – a participant with or without IDD who has completed state and national trainings and has been invited to advocate and share their story at a national or international event on behalf of Best Buddies International. They are selected by BBI.
- **Facilitator** – Best Buddies staff person or trained volunteer who leads an ambassadors training. Volunteers can consist of board members, advisors, student leaders, or a previously trained ambassador who has been selected and approved by Best Buddies staff.
- **Speech coach** – a volunteer who is paired with one ambassador for the duration of an ambassadors training to assist with the writing and practicing of a speech. Speech coaches help ambassadors in areas of brainstorming, organization, and editing. Speech coaches should not be writing speeches for their matched ambassadors, but serve as a guide/mentor who provides one-on-one attention as needed.
- **Ambassador Liaison** – a Best Buddies state staff member who has been appointed to oversee the Ambassadors program in their office or state; responsibilities include organizing ambassador trainings, managing all ambassador tracking online, recruiting new ambassadors, developing opportunities to further the experiences and professional development of current state ambassadors, and communicating regularly with the Best Buddies International Deputy Director, Ambassadors.

There are two different levels of ambassadors after they are trained locally:

State Ambassadors: State Ambassadors are participants with and without IDD who have successfully completed two trainings through their state ambassadors program in one calendar year and have been selected by their state as a state ambassador. Once trained and selected, ambassadors are expected to identify opportunities in their chapters, communities, and states to share their stories and become more involved and empower citizens.

Expectations each year as a State Ambassador:

- Attend at least 2 state trainings
- Identify at least 4 local or state speaking opportunities
- Attend at least 3 Best Buddies local or state events

Global Ambassadors: Global Ambassadors are participants with and without IDD who develop the skills to professionally share their inspiring life stories, promote Best Buddies programs, network, and most importantly, advocate. By being a selected global ambassador by BBI, a participant is meeting the ambassador program's three pillars; advocacy, networking, and being inspiring.

Expectations of a Global Ambassador each year:

- Attend at least 1 state training a year
- Attend Best Buddies Leadership Conference
- Attend at least 1 Leadership Academy training
- Identify a local, state or national speaking opportunity at least once a month
- Attend at least 3 Best Buddies state or local events and national events if asked (all travel expenses will be covered by BBI)



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While representing Best Buddies as a State or Global Ambassador one needs to embody the following qualities:

- **Humility:** Ambassador is self-aware of their unique qualities and stays free of pride or arrogance
- **Professionalism:** Conducts themselves in a respectful, honest and responsible way upholding the standards of BBI
- **Appearance:** Ambassador presents themselves in a clean, well kept, and appropriate attire
- **Attitude:** Maintains a positive perspective on their role as an ambassador and BBI
- **Personal Conduct:** Behaves in an appropriate manner by treating people with respect, acting lawfully and showing leadership in their daily lives
- **Experience:** Has been engaged in at least one BB program and attends ambassador trainings regularly

Ambassador Trainings: 5 minutes

Materials: PPT

Definition: Ambassador trainings provide ambassadors with the tools, training, and language to craft their story and hone their skills in public speaking and self-advocacy. Ambassadors also leave the trainings with the ability to speak to the mission and highlight the impact of the organization on their lives and in the community. Ambassador trainings can be volunteer lead or facilitated by a Best Buddies employee.

Each state is required to offer two trainings a year. The trainings can vary in duration. Trainings can be held at schools, places of business, libraries, or a Best Buddies office, etc.

Ambassador Curriculum on BBU: 10 minutes

Materials: PPT

- **Ambassador Curriculum:** great trainings to start with are the “Speech Writing Essentials” and the “Public Speaking Essentials”. If you are looking for a training for a special event then there are training for that too. Below is the link to the training materials, scroll down: <https://www.bestbuddies.org/bbu/ambassadors>
 - If your training does not include a YouTube video of an ambassador giving a speech, please try to include one. It is very helpful to the ambassadors. A great source of videos are located on YouTube when you type in “Best Buddies Leadership Conference.”

If you do not see what you need please reach out to me, Ashley Simmens, at ashleysimmens@bestbuddies.org.

Speech Coaches- An Essential Part of an Ambassador Training: 5 minutes

Materials: PPT

What is a speech coach?

- A speech coach is a volunteer who is paired with one or more ambassadors for the duration of an ambassador training to assist with the writing and practicing of a speech.
- Speech coaches help ambassadors in areas of brainstorming, organization, and editing.
- Speech coaches should not be writing speeches for their matched ambassadors, but serve as a guide/mentor who provides one-on-one attention as needed.
- In your trainings you can have more than one ambassador paired with a speech coach, as long as everyone is agreeable to it.
- Before a training please email the speech coaches what training you will be using and the speech coach information sheet located on BBU.



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Tips and Resources for Ambassador Trainings: 10 minutes

- Remember the ambassador trainings are always free.
- Under the [resource's tab](#) there is a
 - Ambassador Training Recommendation if needed
 - Reach out to PMs to see if they have a waiting list for ambassador trainings, PMs can also help you identify schools that would like to hold an ambassador training, our jobs program participants are also good candidates
 - “How to Plan An Ambassador Training” is a useful timeline to prepare for your training.
- Accommodations: After the ambassadors have been selected, reach out to the PM or the faculty advisor to see if any of the ambassadors have any additional accommodations, then once you pair them with their speech coach, communicate the additional needs to the speech coach. If you do not receive any specifics on an ambassador assume each ambassador can do what you're asking and scale up support from there. Accommodations might include that a speech be dictated or written using speech aids.
- Utilizing your Ambassadors and Next Steps: work with your PM to ask them if they have any upcoming events you can mention at the end of the ambassador training. Some additional speaking engagements might be at a parent informational night, chapter meetings, school board meetings, chamber of commerce, Buddy Talks in addition to state events such as Friendship Walks, Gala, Champion Events. Remind the ambassadors when they do speak to contact their PM so they can keep track of their speaking engagements.
- Ambassador Tracking: Once you have completed your training do not forget to reach out to your PM and let them know who attended, when, where and what time the training was and who were the facilitators.

Wrap Up & Reminders 5 minutes

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