



# Parent Ambassador Training

## Facilitation Notes

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

#### **Options for Parents Ambassador Training:**

The below facilitation notes can be utilized for one longer training or can be split into two trainings. If your goal is to develop a speech and talking points you can use the training in its entirety. If you are looking to have two shorter trainings you could plan to have one part of the below training focus on talking points and the second training focus on crafting a speech. The curriculum is designed to be flexible and be broken up into components that fit your parent audience.

**Objective:** To provide parent ambassadors with the tools, training, and language 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.

**Goal:** Ambassadors will leave the training with the ability to communicate the Best Buddies mission and share their personal impact with other parents, participants, businesses, etc.

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

**Time:** Part 1: about 2 hours Part 2: about 2 hours; If you do the entire training in 1 session time is about 3 hours.

#### **Welcome and Training Overview: 10 minutes**

**Materials:** none

Recap training | Purpose:

- All parent ambassadors will learn to write a speech and answer questions focused on sharing their own experiences as a parent of someone with IDD, and the impact that being part of Best Buddies has had on their child or family.
- This session will provide parent ambassadors with a foundational overview of all Best Buddies programs, including state-specific information, and prepare parents to serve as ambassadors by sharing their own Best Buddies testimonials.

#### **Icebreaker and History/Overview of Best Buddies: 30 minutes**

**Materials:** PPT

Activity: Share your connection to Best Buddies (10 minutes)

- Go around the room and have each parent ambassador share their connection to Best Buddies—how long their student has been involved, what program(s) their student is involved with, etc. Make sure they share 3 short facts. This is meant to be a simple introduction but not a discussion.

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).



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**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.

**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.

### 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



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- 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
  - YLC

### Goals: 5 minutes

**Materials:** paper, writing utensil

- Ask parent ambassadors what their goals are for the training and share with them their voices as parents are so important to Best Buddies. What do they hope to accomplish? Ask parents what they'd like people to know about Best Buddies. What do they hope to accomplish if they have a platform to tell people about Best Buddies? Why are parents our best advocates?
  - Turn this into a brief discussion

Write down some of the goals. Share some ways that BBIN would like to utilize parent ambassadors and ask parents to keep some of these ideas in mind as they begin crafting their speech.

### Finding Your Mission: 15 minutes

**Materials:** PPT, Writing utensil and paper

- Begin by asking what the ambassadors believe *a mission* is. As a parent, what is your mission?
- Share Best Buddies mission statement: "Best Buddies International is a nonprofit 501(c)(3) organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, leadership development, and inclusive living for individuals with intellectual and developmental disabilities (IDD)."  
  - Mission –"a strongly felt aim, ambition, or calling"

Writing Your Own Mission Statement: *How does your mission as a parent overlap or coincide with Best Buddies' mission?*

- What is YOUR Mission?
  - Which Best Buddies program are you most passionate about and invested in?
  - What changes do you want to see in your community, and how can Best Buddies push those changes forward?
  - How can knowing more about Best Buddies help you inform your community about the impact and changes you can make? What is one thing that people might not know about Best Buddies' programs?
- What is the main piece of information that you want the audience to learn about you and about Best Buddies?



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### Activity

- Ask the parent ambassadors to share their mission statements with the group.
- Remind them that they are encouraged to incorporate these into their talking points and crafting their speech.

### ***Five W's & Talking Points 15 minutes***

#### Five W's:

Materials: PPT, Pen/Pencil, Extra Lined Paper, Five W's WS

Objective: Have the parent ambassadors answer the Five W's and write down their answers on the worksheet. They will incorporate their answers into their talking points and speech. This will ensure that their talking points and speech are focused, have direction and follow a purpose. They should be referring to their notes on goals and "what is their mission statement?" to answer the Five W's.

#### **Who | What | When | Where | Why**

The *Five W's* are:

**Who:** Do you talk about you and who you are?

**What:** Do you outline why you are sharing your story and why it is important to your audience?

**When:** When would you use these talking points/Five W's?

- Have parent ambassadors identify a good time to share their talking points; who is their target audience and why is it important this audience hears their story?

**Where:** Where would you be able to share these talking points to reach this audience?

**Why:** Why is it important that people hear your talking points/ "Five W's"?

- It should be clear from your talking points the purpose of why people should care about what you are saying?

Discussion before break off into activity:

Introduce the concept of talking points which are your Five W's.

-You can prepare for a conversation, an interview, or meeting in advance by clearly outlining your talking points/ Five W's.

-These points are the information that you want your interviewer/audience to walk away with.

-While you may not be able to share the talking points you prepare word for word, if you have them well thought out and review them, it will be easier to find a way to work them into the conversation and get the information across.

### ***Five W's & Talking Points In Action 30 minutes***

#### Five W's Activity:

Materials: PPT, Pen/Pencil, Extra Lined Paper, Five W's WS

Objective: Have the parent ambassadors demonstrate how to use their Five W's/Talking points in a selected scenario.

Once the parent ambassadors have written down their "Five W's". The parent ambassadors will break up into groups, two or three ambassadors to a group. Each person in the group will share their Five W's but will need to first pick one of the events such as a Friendship Walk on the board to act out an scenario. You should assign each parent ambassador a different event to play out.



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An example of a specific scenario is below.

- You are a member of your state's Friendship Walk Committee and you're going to a meeting with a potential sponsor for the event. They aren't really familiar with Best Buddies and why it is a cause they should support. What are some talking points you could use to tell them why they should support the Friendship Walk?

Possible talking points could be-

- The Best Buddies programs, the number of people Best Buddies in the community, how Best Buddies has impacts your life.

**Stop if you are breaking the training into two trainings. Use "Closing" to wrap up your day. Communicate to the parents to hold on to their worksheets to bring to the second training and fill out the "Framework for a Speech" worksheet before you meet again for your second training on crafting a speech.**

**How to Write a Speech: 5 minutes-\*\*Note: If this is your second training then make sure before you start with this section you note if you include a welcome, and new icebreaker.**

**Materials:** PPT

- Review the three main parts to every speech/presentation: intro, body, and conclusion

**Writing the Speech: 30 minutes**

**Materials:** PPT, Framework for a Speech worksheet, lined paper, writing utensils

- Have parent ambassadors work on writing a speech on their topic. Facilitators will walk around and check in with each individual to talk through ideas and writing process.
- Check in on each parent ambassador to ensure that everyone is on track and give additional ideas/input whenever necessary.

**Presenting a Speech: 10 minutes**

**Materials:** PPT, Framework for a Speech worksheet

- Review skills that parent ambassadors should keep in mind while presenting (speaking slowly and enunciating clearly, looking up to connect with your audience, making sure your voice can be heard)
  - Talk about differences in presenting for different audiences: i.e., for a transition fair, speaking one-on-one, for a school board, focusing on specific strengths and impact of child's school chapter, for parent meeting, sharing how parents can be involved and supportive, etc.

**Presentations: 45 minutes**

- Allow each parent ambassador the opportunity to share their completed speech with the entire group. If it works out to have a student ambassador training occurring in conjunction with the parent training, have the other ambassador group join in for this time. It is important to note that parents do not have to share their speeches, but have the opportunity to do so if they would like!
- Have parent ambassadors summarize their speeches into main talking points that can be utilized in a conversation with someone who is not familiar with Best Buddies programs
- Give sample scenarios in which parent ambassadors would have the opportunity to answer questions about Best Buddies
  - How do I start a chapter at my child's school? Does Best Buddies cost anything? What does "buddy pair" mean? What is an Ambassador Training?



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- How could I get more involved in the Friendship Walk/Friendship Ball/Champion of the Year/other state events? Who would I contact about the Jobs program?

### **Closing: 5 minutes**

- CONGRATULATIONS! Remind parents how crucial they are to Best Buddies' mission!
- Encourage them to look for opportunities where they can share their speech
  - Chapter meetings, with coworkers, with family/friends, etc.
  - Collect information about where they would be most interested in sharing their speeches or helping to represent Best Buddies (i.e. New chapter parent meetings, transition fairs, school administration that is interested in opening a chapter, etc... any areas they might be particularly passionate about)
- Remind them about any upcoming activities that they are encouraged to attend
- Thank everyone for attending!
- Take a group picture.