



State Ambassador Training

Facilitation Notes

Tips for State Ambassador Training:

- 1) Have the state ambassadors come to the training with a prepared speech about their BB experience.
- 2) In the networking section have the ambassadors pull out talking points from their speech. This will help the state ambassadors be able to feel comfortable and prepared at every event.
- 3) Reach out to speech coaches before the training to ensure they understand this is different from a “typical” ambassador training since it is training more advanced ambassadors and prepare them for being a state ambassador.
- 4) Make sure to email or mail with the congratulations letter the State Ambassador contract to the parents and ambassadors before the training so they can review the contract and bring it with them signed to the training. If you do not have a video or picture of the state ambassador then the training is a good time to acquire what you need for your state ambassador files.

Best Buddies: State Ambassador Training **Facilitation Notes**

Objective: To provide state 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 community leaders, participants, businesses, etc.

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

Time: about 3 hours and 30 minutes with a break

Welcome and Training Overview: 20 minutes

Materials: PPT

Activity: Share your connection to Best Buddies (5 minutes)

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

Purpose: Why are you at this training?

- You have been selected by your state to be a state ambassador. This training will help prepare and future state ambassador trainings will help prepare you for your role in the next two year term.

What is a State Ambassador?

- 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. 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
- Attend at least 2 state trainings per year
- Identify at least 4 local or state speaking opportunities per year
- Attend at least 3 Best Buddies local or state events per year
- State Ambassador Contract-review and sign while in training
- Collect a speech, video and picture (make sure you let them know this ahead of time to bring a speech, you can always tape them presenting this speech to add to your state ambassador files)



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All ambassadors have learned to write a speech, to present and speak publicly, and to advocate for something important to them. Now they will learn to advocate for a specific topic.

- The topic selected is: Best Buddies
- This session will give participants an overview of the organization, and ensure all ambassadors can speak to the organization's impact and the impact it's had on THEM.

Goals and Rules:

In order to reach the goals today, what rules need to be set? Come up with some, as a group.

- Be Present & Try your best
- Respectful & Engaged
- No cell phones
- Listen quietly, take turns, do not interrupt others
- All ideas are good ideas, be encouraging of others
- Ask question
- Have fun!

History/Overview of Best Buddies: 30 minutes

Materials: PPT

History of Best Buddies: (15 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.

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.



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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.

INSERT YOUR SPECIFIC STATE INFO: Example below

Best Buddies in Indiana: (15 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

Speech Essentials: 20 minutes

Materials: PPT

Below is information that your speech should include.

Programs:

- Friendships: matching people in one to one friendships
- Jobs: place people with IDD's in integrated jobs - getting payed above minimum wage
- Ambassadors: leadership development program - we host public speaking and self-advocacy trainings throughout the year
- Living: place participants with and without IDD in an inclusive living house.

Knowing Your Story:



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- What program are you in? Are you involved in more than one program?
- What impact has Best Buddies made in your life?
- Why is Best Buddies Mission important?
- Why should other people join Best Buddies?
- **Make sure you speak about your experience in these programs in your speech!**

Call to Action:

- What do you hope to accomplish in your community, your lifetime?
- How can others help? - Volunteer, join our friendship programs, recommend participants
- **Join Best Buddies by contacting Best Buddies VA & DC - direct them to virginia-dc@bestbuddies.org (insert your state contact information)**
- Example of a Call to Action: With your support, we bring the importance of inclusion to communities around the globe so people like me can have jobs, leadership, friendship and inclusive living. Don't ever stop believing in the power of the Best Buddies mission and our goals to change the world with the power of friendship.

Editing Your Speech: 20 minutes

Materials: PPT and Speech

What does it mean to edit?

Editing your speech allows you to make your message clearer, for yourself and for the audience. It gives you a chance to make sure that you are telling the audience exactly what you want them to know.

REVIEW: Begin by introducing the anatomy of a speech. It is important that each speech has a clear beginning, middle and end. Each speech is broken down into:

Intro: (beginning) Who I am, what I want to share, and why you should care – with a hook!

Body: (middle) Three points explaining the purpose of my speech

Conclusion: (end) Review the goals/purpose of the speech and “call to action” – what should the audience do with the information you shared?

Five W's: Who | What | When | Where | Why

Build a speech around these core ideas to ensure your speech is focused and has direct, easy to follow purpose.

The Five W's are:

Who: Who is the advocate? Does the speech talk about you and who you are?

What: What is being advocated? Does your speech outline why you are sharing your story and why it is important to your audience?

When: When would you give this speech? Have ambassadors identify a good time to share their speech; who is their target audience and why is it important this audience hears their story?

Where: Where would you be able to share this speech to reach this audience? Have ambassadors make a list of places they could give their speech to reach their target audience

Why: Why is it important that people hear this speech? Is it clear from your speech the purpose of your speech and the reason people should care? Adding in your mission statement is a great way to ensure your purpose is clear to your audience.

How to edit:

- Read over your speech, both in your head and to your speech coach
- Does it flow and hit the Five W's?



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- Does the speech have any parts that sound off or that do not flow when read aloud?
- Does the speech repeat any particular word or phrase over and over again such as Best Buddies?
- Have your speech coach read your speech aloud to their matched ambassador; ask if they notice anything that doesn't sound clear or needs clarification.
- Does the speech have a "hook" such as "asking the audience a rhetorical question", a joke, or a quote?

Body Language 10 minutes

Materials: PPT

What is Body Language?

Body language is a kind of nonverbal communication, where thoughts, intentions, or feelings are expressed by physical behaviors, such as facial expressions, body posture, gestures, eye movement, touch and the use of space. Approximately 55% of communication comes from your body language

Activity: Simon Says Brain Break 10 minutes

Observe the number of group members who copy what you did rather than what you said.

Discussion: What's the point of this activity?

Facilitate discussion on how body language can reinforce verbal communication, however it can also be stronger than verbal communication – it is important that we are aware of our body language in order to ensure we are projecting the right message.

- How is this relevant in speech presentation?
- Why is it important to maintain precise body language during your speech?
- What would happen if you didn't have precise body language? What message could you convey?

Review Presenting Skills 5 minutes

Materials: none

What did you learn about presenting with the exercise on body language?

- Make eye contact
- Engage the audience
- Control your speed
- Control your volume
- Pause for audience interaction
- Be confident!

Networking: 10 minutes

Materials: PPT

Discussion:

- Has anyone ever networked before?
- What are some places you will typically network (work, school, social events)?
- How can networking help you? - it introduces you to more people
- Why is networking important? - gives you the opportunities to share your story
- Networking is sharing your story and your purpose – but it is ALSO about listening to others; what is their story? What do they have to share?



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Activity: Speed Networking 20 minutes

Materials: PPT, Speech, paper, writing utensil

Networking requires that you are prepared to share about yourself in an engaging way; you need to be able to meet new people and tell about yourself quickly and concisely – and be prepared to listen to others and their stories and goals.

- Who are you? – What is your story?
- How did you get involved with Best Buddies?

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.

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.

Practicing Your Speech & Delivery of Your Speech 20 minutes

Materials: Edited Speech, paper, writing utensil

Practicing your speech

Go over any final edits - re-write your speech if you need to, make sure that you can read it clearly and that you know when to pause - if you have to.

Practice your speech delivery and keep in mind your body language!

Speech Presentations 25 minutes

Closing 5 minutes

- CONGRATULATIONS! Remind ambassadors 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)
- What's Next? Remind them about any upcoming activities that they are encouraged to attend
- Thank everyone for attending! & Take Group Picture

BEST BUDDIES



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