Beyond the Vision

Trainer Guide

2016

**Presentation Checklist**

Complete this checklist for every presentation.

Presentation Date: Presentation Time:

Presentation Location:

Number of people viewing the presentation:

How much time given for presentation (minimum of 20 minutes required):

Name of contact person: Title:

Phone: Email:

Address: State: Zip:

Person presenting with me:

Name person(s) to whom speaking: Title:

Additional person speaking with: Title:

Name of the Special Olympics group to whom I am speaking:

Things that I am being asked to present:

Check items listed below that should be part of your presentation preparation:

Bring the ***Beyond the Vision*** PowerPoint notes; bring separate video

Send the PowerPoint embedded with the video to the organization; bring on jump drive

Ensure there is a speaker system for the ***Beyond the Vision*** video

Request a time for a microphone check and/or practice

Ensure the following materials are distributed to the Program: Athlete Leadership Fact Sheet;

Training Series Fact Sheet; Handbook for Athlete Leaders; Display Board (optional)

Wear slacks/skirts and US-AIC polo shirt

List any additional things I need to take or take into account:

Travel tips:

* Be sure you have your travel itinerary with you.
* As soon as you get to the hotel, please remember to hang up your clothes so that they are ready for your presentation.

**Presentation Report Form**

1. Name: State:
2. Organization’s contact person if different from presentation checklist:

Name of contact person: Title:

Phone: Email:

Address: State: Zip:

1. Location and person/group to whom presented:
2. Number of people attending the presentation:
3. Did you do the presentation with someone else? Yes No

If yes, with whom did you present?

1. Check the materials you used in your presentation: (Check all that apply.)

Beyond the Vision PowerPoint Beyond the Vision Video

Athlete Leadership Fact Sheet Athlete Leadership Training Series Flyer

Handbook for Athlete Leaders Athlete Leadership Printed Folder

1. What was your objective?

Was it achieved? Yes No If no, what were the challenges:

1. Mark the date the follow-up steps were achieved: Date Achieved

|  |  |
| --- | --- |
| * As soon as the meeting is done, complete the following Presentation Report Form. |  |
| * Send a thank-you note or make a call to show your appreciation for their time. |  |
| * If you promised to follow-up on a particular question, be sure to do that as soon as possible. |  |
| * Communicate with your mentor or state Athlete Leader liaison to assist in this follow-up. |  |

**Please scan and email this Presentation Report Form to your Program’s Athlete Leadership Coordinator and to your US Athlete Input Council Representative.**

**Frequently Asked Questions (FAQ)**

**How do you fund Athlete Leadership? Is it expensive?**

Athlete classes can be done very inexpensively. Programs have had success in writing grants or asking for government funding to conduct more elaborate Athlete Leadership program.

**We don’t have much spare time. How can we do Athlete leadership when we have so much to do already?**

Look for a Program leader or a volunteer who really believes in athletes. People who are committed to Special Olympics athletes often can make time, and recruit friends who will help to manage the Program.

**What’s the best way to organize Athlete Leadership training?**

It’s okay to start with the Introduction to Athlete Leadership class just to gauge interest. Eventually, you’ll want to offer a variety of classes so Athlete Leaders can grow. Some Programs have been successful in organizing an Athlete Leadership University where classes are scheduled regularly and athletes work toward “graduation” in a major area.

**We do regular Global Messenger training. Isn’t that good enough for Athlete Leadership?**

Just training speakers would be like holding Summer Games and just offering track events. Athletes have all kinds of leadership abilities, and offering a variety of classes will create opportunities for more people and better outcomes for your Program.

**What are the criteria for becoming an Athlete Leader? Is a certain skill set or ability level required?**

We support Athlete Leadership being open to any athlete who would like to become a leader. Sometimes people surprise you!

**We have an athlete on our Board of Directors. Is that good enough?**

No! Athletes on Boards of Directors should be trained and supported in their role. You want athletes in these positions to know enough about Special Olympics and leadership to play a meaningful role with the Board. We are participants, not spectators. In addition, if you build a group of trained Athlete Leaders, they will push each other toward higher achievements. You will have more choices when your next important opening takes place.

**How do we recruit mentors?**

That seems to be the toughest thing for Programs conducting Athlete Leadership. It takes a special kind of volunteer to spend the time needed to help the athlete without imposing their own ideas. Family members can sometimes be good mentors – BUT – quite often it’s not a good fit because they have an authority relationship with their athlete. There are materials that explain Mentorship that are available on the website.