

While our normal day-to-day personal, professional and school schedules have drastically changed this past week, Best Buddies International is committed to supporting all our existing programs, volunteers, & corporate relationships across the globe. Locally, we have accepted the challenge to continue to provide quality programming to our students, perhaps just in a new, innovative way. Similarly, we are committed to providing ongoing, person-centered **Pre-Employment Training Services** to students with disabilities, ages 14-22. As a result, Best Buddies will utilize a variety of virtual, remote training platforms to ensure consistency of programming, including video webinars via Zoom and online learning through Google Classroom. Individual student accommodations will be made, to the best of our abilities, across all new formats. Please be sure to communicate your individual needs with Best Buddies staff accordingly.

Who Should Participate?

Students actively enrolled in Best Buddies Pre-ETS programming prior to March 15th are encouraged to continue scheduled programs through our remote training options. Additionally, NEW students interested in getting involved are encouraged to participate, too. Yes, we want YOU!

Parents are welcome to attend, too. The first workshop on Monday March 23rd will present an overview of the upcoming sessions, how to use the Zoom webinar platform, an overview of the Google Classroom site, plus will address specific questions you may have about the program. Parents are welcome to observe, and/or actively participate to ensure all individual student needs are being met each session. Please feel free to contact HeidiKalinowski@bestbuddies.org about specific student accommodations or accessibility needs.



Virtual Learning Schedule and Expectations

Best Buddies staff will lead workshop training sessions from **10:00am – 11:00am daily – Monday through Thursday**. The majority of the sessions will be conducted via a Zoom webinar call; students may elect to call into these sessions via a phone line (without video capabilities), too. Additionally, students may be asked to complete activities independently following each webinar through a Google Classroom site. Assignments will be reviewed by Best Buddies staff and feedback will be returned to students accordingly.

Every Friday, Best Buddies staff will host Office Hours (10:00am -11:30am) and a Pre-ETS Virtual Networking Opportunity (3:00pm – 4:00pm).

- **Office Hours** will give students the ability to log on and ask us questions either via video chat, email or Google Classroom. Additional personalized sessions can be scheduled outside these office hours, as needed. Students should advocate for this level of support, when needed.
- **Pre-ETS Networking** will give students, parents and teachers the ability to log onto a video call and “Network” with one another. Hosts will prepare icebreakers and a “Question of the Week” which will be asked to all participants. After these two structured activities we will move into discussion about what we learned this week and give students the ability to connect with one another.

But, Do I Have to Participate Every Day?

Well, we would LOVE to see you join us daily, and feel that all students will benefit from all content, however you are welcome to take part in whichever sessions you are interested in or able to attend. Please connect with HayleyWilson@bestbuddies.org BethTroupe@bestbuddies.org or HeidiKalinowski@bestbuddies.org if interested in learning more about these online training options. Thank you!

TO REGISTER FOR THIS WEBINAR SERIES, PLEASE VISIT: <https://bit.ly/2xcwlhk>

Best Buddies Pre-Employment Training Virtual Learning Schedule – March & April 2020

To access these workshops, visit: <https://zoom.us/j/5767098187>

Weekly Theme(s)	Monday March 23	Tuesday March 24	Wednesday March 25	Thursday March 26	Friday March 27
Workplace Readiness: Communication	10:00 – 11:00am Introduction to Virtual Learning with Best Buddies	10:00 – 11:00am Virtual Communications: <i>Online Professionalism</i>	10:00 – 11:00am Being Social: Managing personal and professional relationships on Social Media	10:00 – 11:00am Personal & Professional Email Communications	10:00 – 11:30am Office hours 3:00 – 4:00pm Virtual Pre-ETS Networking Opportunity
Weekly Theme	Monday March 30	Tuesday March 31	Wednesday April 1	Thursday April 2	Friday April 3
Self-Advocacy & Mentoring	10:00 – 11:00am Public Speaking in a Variety of Settings	10:00 – 11:00am Importance of Positive Self-Talk	10:00 – 11:00am Self-Advocacy Skills & How to Advocate for Accommodations	10:00 – 11:00am Stress Management	10:00 – 11:30am Office hours 3:00 – 4:00pm Virtual Pre-ETS Networking Opportunity
Weekly Theme	Monday April 6	Tuesday April 7	Wednesday April 8	Thursday April 9	Friday April 10
Work Readiness & Job Exploration Counseling	10:00 – 11:00am Time Management	10:00 – 11:00am What are Your Work Values & Creating SMART Goals	10:00 – 11:00am Exploring the Wide World of Work	10:00 – 11:00am Apply Yourself	Good Friday No Sessions Scheduled
Weekly Theme	Monday April 13	Tuesday April 14	Wednesday April 15	Thursday April 16	Friday April 17
Workplace Readiness: Interview Prep & Resumes	10:00 – 11:00am Resume Writing Workshop Day 1	10:00 – 11:00am Resume Writing Workshop Day 2	10:00 – 11:00am Interview Prep – <i>What to Wear & How to Prepare for Challenging Questions</i>	10:00 – 11:00am Interview Prep Q & A about Interviews	10:00 – 11:30am Office hours 3:00 – 4:00pm Virtual Pre-ETS Networking Opportunity
Weekly Theme	Monday April 20	Tuesday April 21	Wednesday April 22	Thursday April 23	Friday April 24
Workplace Readiness: Mock interview week Post-Secondary Counseling	10:00 – 11:00am Mock Interview Practice: Sign up for mock interviews with BB Staff	10:00 – 11:00am Mock Interview Practice: Sign up for mock interviews with BB Staff	10:00 – 11:00am Mock Interview Follow up about interviews (one on one conferences)	10:00 – 11:00am Introduction to Post-Secondary Planning: <i>What are My Options?</i>	10:00 – 11:30am Office hours 3:00 – 4:00pm Virtual Pre-ETS Networking Opportunity

Virtual Learning Workshop Descriptions

Introduction to Virtual Learning with Best Buddies - An overview of the upcoming sessions, how to use the Zoom webinar platform, an overview of the Google Classroom site, plus Best Buddies staff will address specific questions you may have about the program.

Virtual Communications: *Online Professionalism* - We will discuss virtual communication options and best practices to stay connected with friends, teachers, employers, co-workers, and service providers during our work from home period.

Being Social - Let's explore the do's and don'ts of social connections personally vs professionally and influence of social media on these relationships.

Personal & Professional Email Communications – How to use email personally and professionally as a primary means of communication daily, with emphasis on how email can keep people connected during a period of remote learning/ work.



Public Speaking in a Variety of Settings - How to apply public speaking skills to engage in effective and meaningful communication in a variety of settings: job interviews, job settings, and/or with peers.

Importance of Positive Self-Talk – Positive Self-Talk can have a big impact on how we think and feel. Engaging in positive self-talk can help reduce stress, improve self-esteem, increase motivation, and improve overall health. Strategies to encourage positive self-talk will be discussed and rehearsed.

Self-Advocacy Skills & How to Advocate for Accommodations – How to be your own self-advocate, Identifying helpful accommodations to help you engage with online learning and/or in the workplace, plus strategies on how to advocate for them accordingly.

Stress Management – Not all stress is bad! Attendees will discuss the impact of stress and effective strategies to reduce unhealthy stressors.

It's About Time: Time Management Skills - Students will engage in hands-on activities to develop an understanding of a variety of issues related to time management. Topics to be covered include: determining work availability, checking and adhering to work schedules, clocking in & out, and break times and work productivity expectations.

What are Your Work Values & Creating SMART Goals - Students will engage in conversation about the global aspects of work that are important to a person's job satisfaction. Then, students will be introduced to SMART Goals, the importance of setting realistic/ measurable goals and creating 2-4 measurable life/ career goals.

Exploring the Wide World of Work: Utilizing a Career Cluster Inventory, Skills and Interest Assessments, and O'NET website, students will explore vocational options and opportunities that match their strengths and interests.

Apply Yourself – Ready to look for a job? Where should you start? Students will learn how to utilize online Job Search sites like Indeed, Career Builder and/or Zip Recruiter in addition to other traditional avenues to help find potential job openings in their area.

Resume Writing - During this activity-based lesson, students will develop a working resume, highlighting a combination of qualifying skills and work experience to help set them apart from other applicants.

Interview Preparation & Mock Interviews- Students will review interview best-practices, including appearance, attire, and how to prepare for challenging interview questions. Students will then have a practice interview session with a Best Buddies staff member and an opportunity reflect on their experience(s) to ensure preparedness for future job interviews.

Introduction to Post-Secondary Planning: *What are My Options?* Students will research educational opportunities post-secondary institutions, career-based learning centers and/or apprenticeship/mentoring opportunities including certification workshops (i.e. ServSafe, First Aid & CPR, etc.), and mini classes through community centers, etc. (photography, culinary, etc) in their area.