

## Procedures

### Training Inquiry Procedure

All persons inquiring about or requesting trainings will contact their regional Independent Living Consultant or submit a request online at ([www.vaprojectlife.org/speakers-bureau](http://www.vaprojectlife.org/speakers-bureau)). The Speaker's Bureau Advisors will answer all inquires within three business days.

### Train-the-Trainer Procedure

If after receiving training from the Speaker's Bureau Advisors, you wish to be trained on the presented topics contact the Speaker's Bureau Advisors at **[PLSpeakersBureau@umfs.org](mailto:PLSpeakersBureau@umfs.org)** to schedule a training. In order to be a trainer, you will be required to first attend the Speaker's Bureau Adult Supporter training.

### Reporting Procedure

After every speaking engagement or youth panel held, with youth trained by the Speaker's Bureau, you will be required to complete the Speaker's Bureau Reporting Log online. This log can be found at [www.vaprojectlife.org/speakers-bureau](http://www.vaprojectlife.org/speakers-bureau). A monthly reminder to complete this log will be sent out by the Speaker's Bureau Advisors.

### Evaluation Procedure

Project LIFE strongly recommends that you evaluate your youth after each speaking engagement or youth panel. The Speaker's Bureau will provide a template for your use.

## Training

The Speaker's Bureau training will provide youth with information about public speaking, strategic sharing and community engagement. During the training, youth will be provided an opportunity to practice their public speaking skills and participate on a youth panel. If you would like to request the Speaker's Bureau to prepare your youth on different topics or for different audiences, please contact the Speaker's Bureau Advisors at **[PLSpeakersBureau@umfs.org](mailto:PLSpeakersBureau@umfs.org)**.