# 13. Discussion and final wrap up

#### The final countdown

So here we are at the end of 2 days of training to be Champions.

We hope that you are well equipped to go out and spread the word about the NDIS to people with disabilities, to family members, to disability service providers and to businesses, to government and to all those people who really need to know at it.

Let’s now go back over everything you have learned, and just think about what you have learned and ask any burning questions.

#### Recap – Part 1

AFDO / Disability loop / forms & paperwork

The first thing that you learned about was what AFDO is and what the Disability Loop is.

It is really useful to know that AFDO is the peak body for organisations that are run by and for people with disabilities and their families and that they work to ensure the rights of people with disabilities across Australia.

You know that signing up to the Disability Loop e-news will give you access to information that is up to date, relevant and useful to you in your NDIS Champions role.

Catherine has outlined the NDIS Champions role, and the expectations and limitations of the role. So you will have a good understanding of your responsibilities, and how to ensure that you are able to maintain your personal security. And of course you will know how to submit an invoice or a timesheet. Which is a very important part of any speaker’s toolkit.

As people with disability all of you understand the importance of accessibility, and the importance of understanding how accessibility issues affect different people.

Just to go through that again:

* The venue must be accessible, flat entry, well lit, and have good signage
* Depending on the size of the audience, it is good practice for everyone, including support workers and Auslan interpreters, to introduce themselves and orientate themselves in the room so everyone knows where everyone is. This helps people with vision impairment.
* If you have prepared text, let people with vision impairments and intellectual disabilities have an electronic copy so they can be better prepared.
* If there are Auslan interpreters, let them have a copy of your text, it is good practice.

#### Recap – Part 2

you can be a confident speaker

You have now gone through many exercises on how to become a confident public speaker, so let’s think about some of the things we have said might help.

* Everyone gets nervous – remember all those famous people who were so nervous and yet no one knew
* Be yourself – don’t try to be anyone here, you are best at being you
* Tell people what you need – if you need someone to help set up, or you need to use a chair, say so.
* Know your subject. This is something you will know about, and over time you will know it even better.
* Know what you are going to say and when to say it, have an idea as to when things are supposed to happen make it flow.
* Practice – and then when you have practiced, practice again. People close to you may get sick of hearing what you have to say, but it works. Practice hard words.
* Know where you are going and arrive early – it is best to plan ahead, know how to get there, we all know about train delays and traffic jams.
* Know who your contact person is. It is much easier if you can ask for someone by name.
* Act confident. You are the expert, you have every right to act confident, even if you don’t feel it.
* Introduce yourself to people. It always helps to have met a couple of audience members
* Know what your audience want to hear- it is no point talking about the details of planning to people who haven’t even heard of the NDIS
* Breathe. Relax, you will be fine.
* Remember people want to be there. People really want to know what you have to say. Why else would they give up their time – unless the scones are super terrific.

You will also know how long it will take you to give your talk:

* Most people speak at around 100 words per minute. So it is easy to work out how many words long your speech needs to be so you can keep to time. Make sure you are on the short side, to allow for introductions and other speakers running overtime.
* Know how to set it out. 10 % introduction, 80-85% content and 5-10% on the conclusion should do it.
* If it is a long session, take breaks to help people think about what you have said. It helps you and them.
* Allow time for questions, but you set the rules. Don’t let one person hog question time, if it is a small group, encourage others to speak, but don’t force them.

Everyone makes mistakes

Act confident and people won’t know you are nervous. Remember again, you are the expert. Remember that if you make a mistake, just take it in your stride, acknowledge that you made a mistake and quickly move on. People won’t care about, or remember your mistakes, they will remember everything else about your presentation!

If you forget where you are up to, just pause as though that is supposed to happen and ask a question. Technology goes wrong for everyone at some stage, that is what notes are for.

You have shown that you have the ability to not only give a presentation, but to write one. You have provided us with information that has educated us and helped us to better understand a subject that we may not have known about before.

Everyone wants to be there, they won’t be laughing at you unless you make a joke, and then they will be laughing with you. You can do it!

#### Recap – Part 3

the ndis presentation

We have been through the presentation about the NDIS, and you know that you can tailor the presentation to suit the time available and the audience. Different groups may want different things from a guest speaker, including the time available for you to speak. Don’t forget to make sure you know how much time you have, and remember that different groups of people have different knowledge about the NDIS.

The most important thing is being prepared, practice your presentation to see that you can fit everything in to your timeslot. And remember, they chose you to speak because you’re the best person for the job.

finding more information

We have talked about how to find information using:

[www.NDIS.gov.au](http://www.NDIS.gov.au) is the official website for people to find formal information. This is the place for all the official NDIS information.

Frequently Asked Questions. Sometimes the same questions keep coming up, so have your answers ready, and be prepared to add to them when you give a presentation. And if they do keep coming up, incorporate them into your presentations.

[www.disabilityloop.org.au](http://www.disabilityloop.org.au). You know what the website looks like and how to find information using the various categories.

You know where to go to find information about the NDIS, as well as about what is happening in the different states and territories and nationally. And you know how to do a search

You learned that these were great resources which could assist you to find out the answers to the questions that you have, which means that everyone else will have them too.

And of course, keeping up to date by signing up the Disability Loop e-news.

promotion & social media

We spoke about how one of the roles of an NDIS Champion is to talk about the NDIS with as many people as possible, as well as let people know when you’re speaking so everybody can be aware of the important work you’re doing.

The aim is to use social media to let people know what’s going on, but also to encourage them to share information about the NDIS. It’s also important to remember your responsibilities, thinks like making sure you don’t say anything that may hurt your reputation, or our reputation here at AFDO.

Remember that while you are now a lot more knowledgeable about the NDIS, you don’t work for the NDIS so you can’t speak on their behalf.

To end on a positive note, remember how useful social media is for spreading the word and getting people involved. Learn how to use social media well and you can influence many people, and hopefully change the lives of some people!

Thank you!

We just want to thank you all for coming to the training, and for being an NDIS Champion. Remember that while the training is finished, the learning will continue.

Hopefully you have made some connections with other NDIS Champions. If you want, share your phone numbers, email addresses, become friends on Facebook. We would love it if NDIS Champions supported each other. Also remember that AFDO is here for you and will provide support in any way we can.