These guidelines establish procedures for the implementation of Blacks In Government (BIG) Training in Communications (TIC) program. The purpose of this program is to provide young African Americans training in communication and leadership skills, and practical experiences to develop those skills. Through the TIC program, BIG is developing a mechanism for growth and power for future Black government employees.

The Training In Communications program gives students a quality learning experience and a challenge in which they can develop life skills. The program also involves providing youth role-models and support systems through one-on-one mentorships with BIG members. The general community will benefit from this program because it is a proven method of directing our youth toward activities for personal enhancement. The better our youth feel about themselves, the more they will strive to become productive and successful adults.

1. Program Objectives

The program is targeted for youth in grades nine through twelve. Through participation in the TIC program, students will:

- Understand the concept, scope, approaches, and process of communication.
- Understand the fundamentals of verbal and nonverbal communication.
- Enhance their ability to present oral presentations.
- Improve their analytical, research, and evaluation skills.
- Build networks and develop relationships with mentors to facilitate their growth and development.

2. Program Methodology

The program is composed of two parts—Part I is the Communications Academy, and Part II is the Oratorical Contest.

2.1 Part I, Communications Academy. Chapters offer youth in grades nine through twelve an 8-session program (1 to 2 hours per session). Youth participate in workshops and seminars on various public speaking and leadership topics. Topics can range from such subjects as how to speak effectively; the concept, purpose, and approaches to communication; the process of communication; leadership skills; writing and delivering speeches; use of audiovisual aids; effective listening; and so on. Chapter members, school teachers, and other community leaders can serve as guest presenters. During the academy, students give presentations to practice their communication skills. Each participating chapter of BIG must complete a Communications Academy Application to receive a Communications Academy program package that contains materials to assist in conducting the program. Chapters also have the option of working with local public speaking organizations such as Toastmaster’s Clubs. Toastmaster offers a Speechcraft program that focuses on writing and delivering speeches.
2.2 Part II, Oratorical Contest. Students will present orations and compete for awards at the chapter level. Winners will then compete at the BIG regional level with the culmination of the competition at the National level of Blacks In Government. Chapters can conduct Oratorical Contests without participating in the Communications Academy.

3. Program Resources and Funding Guidelines

3.1 Chapters wishing to participate in Communications Academy will be provided a program package.

3.2 National will provide travel and lodging for regional winners to participate in the national oratorical competition, which will take place during the Annual BIG National Training Conference.

4. Submission of Requests for Program Package

4.1 Request Communications Academy Program package (application form attachment 1).

4.2 Chapters must also send a copy of the application to the Regional Council President at the same time they request a program package from the BIG National Office. EMAIL the original application to:

Blacks In Government
Attn: Program and Planning
EMAIL: bignationalprogramandplanning@bignet.org

4.3 After the official conclusion of the program, chapters and regional councils are asked to complete the Training in Communications Evaluation Form (attachment 2) within 30 days and email to the National Program and Planning at bignationalprogramandplanning@bignet.org.
BLACKS IN GOVERNMENT
TRAINING IN COMMUNICATIONS (TIC) PROGRAM

COMMUNICATIONS ACADEMY APPLICATION

A. Name of Requesting Chapter: ________________________________________________

B. Mailing Address: ____________________________________________________________

C. Chapter President or Designee: ______________________________________________

   Telephone Number: __________________________________________________________

   E-mail address: _____________________________________________________________

D. Project Date for Start of Program: __________________________________________

E. Name of Chapter Project Officer: ____________________________________________

   Telephone Number: _________________________________________________________

   E-mail address: ____________________________________________________________

F. Officer Signatures (Two Required):

   Name (Print or Type)________________________________________________________
   Signature_______________________________________________________________
   Title______________________________________________________________

   Name (Print or Type)________________________________________________________
   Signature_______________________________________________________________
   Title______________________________________________________________
BLACKS IN GOVERNMENT
TRAINING IN COMMUNICATIONS (TIC) PROGRAM

EVALUATION FORM
(Use continuation sheets as necessary.)

A. Name of Requesting Chapter: __________________________________________________

C. Mailing Address: __________________________________________________________

___________________________________________________________________________

C. Point of Contact: __________________________________________________________

Telephone Number: __________________________________________________________

E-mail address: __________________________________________________________

A. Were the objectives of the project met? (Why or why not)

B. What were the positive aspects of the project?

C. What were the shortfalls (areas for improvement)?

D. Write a brief summary to describe the project after completion.

EMAIL completed form to:
Attn: Chair, Program and Planning
Blacks In Government
Bignationalprogramandplanning@bignet.org

Attachment 2