



Preparation, Coordination and Communication

Coordinating with Co-Panelists

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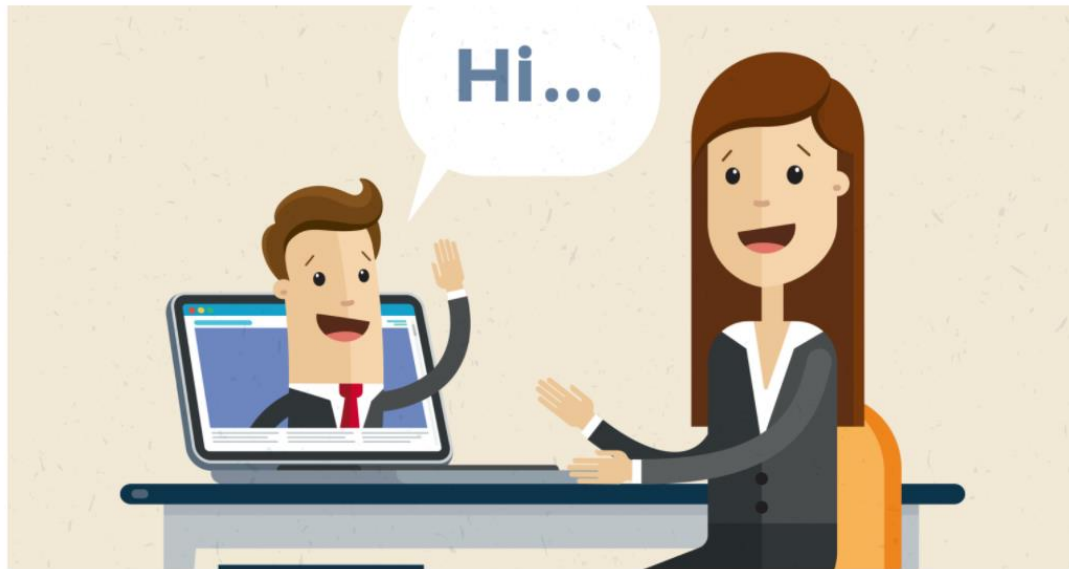
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Focus 1 Associates

Session Overview

- Getting to Know Your Co-Panelist
- Identifying Members' Roles
- Developing Content Together
- Practicing for Perfection



Getting to Know Your Co-Panelist



- Introductions
 - Personal (fun facts)
 - Professional (experiences)
- Identify Connections
- Create Rapport

Identifying Members' Roles

- Speaking Style
- Balance Presentation Time
- Flow of the Session
- Next Steps
 - Setting Deadlines
 - Scheduling Group Calls



6 Different Types of Presenter

Developing Content Together

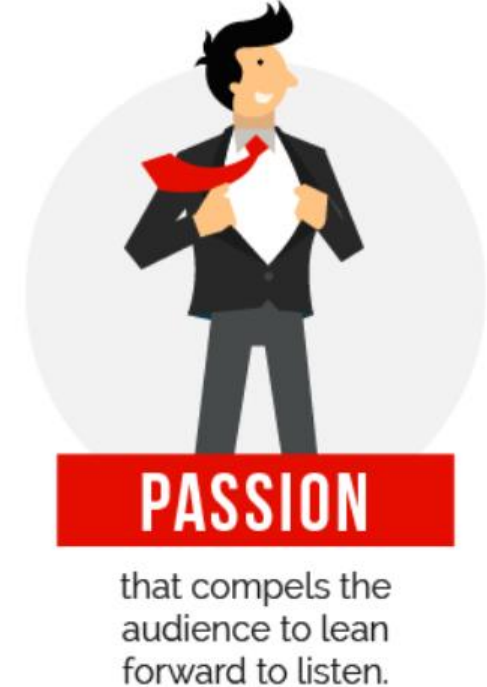
- Meet Audience Expectations
 - Stated Learning Objectives
- Presentation and Materials
 - Divide Content
 - Create Transitions
 - Relevant Resources
- Accurate and Seamless
 - Individual Accountability for Parts
 - Team Responsible for Whole
- Delivery to NSCP



Practicing for Perfection



- Individually and Together
- One full dry-run (sort-of)
 - Roles / Transitions
 - Timing
 - Audio/Visual Check
- Live vs. Online Preparations
- Contingency Planning



Coordinating with Co-Panelists: Key Tips

- Get to Know Your Co-Panelist
 - Share Your Experiences
- Identify Each Members' Role
 - Balance Presentation Time
- Develop Content Together
 - Accurate and Seamless
- Practice for Perfection
 - Conversational and Relatable

