

Working With Kendall C. Wright

PreEvent, I Will:

- ✓ Honor and abide by NSA Code of Professional Ethics
- ✓ Partner with you in pre-planning to ensure our success.
- ✓ Suggest strategies for reinforcement of key learning.
- ✓ Notify you of my travel itinerary and inform you immediately of any serious delays.

On-Site, I Will:

- ✓ Immediately notify you upon my arrival – to reduce anxiety.
- ✓ Be accessible and available to you throughout the duration of the assignment.
- ✓ Arrive early to conduct sound check and re-check room set-up.
- ✓ Provide an easy, brief introduction and be available to coach my introducer.
- ✓ Fugally manage charges and incidental expenses.
- ✓ Dovetail my message with other presenters and facilitators on program.

During The Presentation, I Will:

- ✓ Open my presentation with power and purpose.
- ✓ Demonstrate respect for the diversity of the audience.
- ✓ Create and maintain an environment of excitement, enjoyment and engagement.
- ✓ Meet all "inconveniences" with optimism - i.e. equipment malfunctions, emergencies, etc.
- ✓ Only offer my educational resources if approved or requested in advance.
- ✓ Honor my time frame and adjust if needed.

PostEvent, I Will:

- ✓ Maintain strict confidentiality of sensitive information.
- ✓ Remain after presentation for questions/comments/photos (as schedule allows.)
- ✓ Accept participant/executive phone calls or email to promote a learning community.
- ✓ Promptly submit expenses after the presentation.
- ✓ Provide documentation and/or receipts as needed.
- ✓ Speedily fill any orders for my actualizing educational resources.