

Commentary Bootcamp Statement of Work for CHS Hedging

PROJECT OVERVIEW

Commentary Bootcamp, a professional development opportunity for CHS Hedging staff, is being created to help analysts develop and improve skills to identify and organize market trends and patterns into memorable, engaging written documents or presentations. Attendees will learn processes for refining quality of material and clarity of purpose.

PROJECT SCOPE

- Two instructor-led group sessions for up to 4 individuals; 8 hours for the first and 4 hours for the second.
- Pre-review and assessment by instructor of current written commentary samples from each participant.
- Group meetings are working sessions with attendees actively participating to refine one commentary-style document and create a related short presentation. Individuals should expect to spend outside time on these pieces between the first and second group sessions.
- One individual coaching session (1 hour) for each participant, to follow final group session. Additional coaching sessions are available but beyond the scope of this estimate; charged at \$150/hour.
- Scope includes industry-focused content development, including worksheets and handouts.

SAMPLE GROUP SESSION CONTENT

Day One

Introductions, self-assessment and personal goals

Planning and organization: The Inverted Pyramid versus the Boxed Set

Think like a reader: Context, storytelling and answering the “so what”

The math behind readability: Use numbers to clear the clutter and increase impact

Spot the differences: Presentations versus documents, digital versus print

The tools and the rules: Disclosures and reviews, intellectual property protection, templates and tricks

Day Two

Participant presentations and peer reviews

Group feedback on learnings

TERMS & CONDITIONS

Net 30 days with 50% billed at project acceptance and the balance billed upon completion.
Project investment is estimated for the above scope. Should scope change or expand, a change order will be issued for approval.

In the event of project cancellation, client is responsible for costs related to work completed at time notice is received by Lisa Graham-Peterson.

PROJECT APPROVAL:

Authorized signature

Date

Thank you for your consideration.

Lisa Graham-Peterson
25 Coleshire Lane
Mendota Heights, MN 55118
612-581-3242
lgrahampeterson@gmail.com