

Guest Guide: Helpful Tips to Make a World Class Podcast

Our goal is to record a high quality podcast that:

- Delivers powerful information to inspire current and future HR leaders
- Exemplifies a professional brand for both podcast parties

With this in mind, we would very much appreciate your assistance in reviewing the following information which is designed to help you prepare and perform well during the podcast recording.



1. BEFORE recording

- Please email the following information to info@hrstudiopodcast.com
 - Business email address
 - Office or cell phone number
 - Skype name
 - Business headshot (as an attachment and not pasted to your email message)
 - Social media handles (LinkedIn, Twitter, etc.)
 - Your biography or a 2-3 sentence summary that our host can use to introduce you.
- A VOIP headset with microphone is recommended to produce high quality audio. As an alternative, you may want to use your iPhone or iPad with ear buds (if available) as there is a microphone built in.
- Select a quiet room for the recording with no echoes or other acoustics that might interfere. Turn on your camera and check the background to ensure an uncluttered, non-distracting backdrop.
- Please turn your cell phone to silent mode to minimize disruptions.
- When preparing answers, be concise with your responses. Whenever appropriate, use bulleted answers. (E.g. The three steps I would recommend are, one.... two.... and three...)
- Please be sensitive to what might be confidential information about your employer or previous employers. If in doubt, avoid sharing company names or anything that would make that information obvious to listeners.

Mission

Launched in March 2016, HR Studio Podcast is designed to accelerate the development of HR leaders. Guests include senior HR executives, thought-leaders, authors, speakers and trend-spotters from the field of HR and beyond.

Listeners will learn what it takes to succeed in HR today through career stories and journeys; developmental references and resources; human capital trends and much more.

Format

HR Studio consists of bi-weekly shows that run between 15 to 45 minutes. Listeners can find the podcast on iTunes Podcast, Stitcher Radio and the HR Studio Podcast website.

2. DURING the recording

- Be sure to keep your answers concise, bearing in mind that the podcast episode is designed to be 15- 30 minutes in duration.
- Be spontaneous even if you have prepared responses. This will appear more natural and genuine to your audience. Please avoid reading from a script.
- If you make a mistake, do not worry. We can edit and delete content. The host will coach you through this.
- Be natural, be yourself and most importantly, have fun!

3. AFTER the recording

- The HR Studio Podcast Team will create and share the following:
 - A URL of the final edited recording that you can share on your LinkedIn and other social media platforms.
 - A PDF of the episode show notes.
 - A quote (in jpg format) from the episode.

We encourage you to share the podcast with your community.



Skype Log-in

Username: HR Studio Podcast

Phone Number: (973) 536-0539



The HR Studio Podcast Team

Kyle, Linda, Fred and Pam

hrstudiopodcast.com

info@hrstudiopodcast.com