shine radio

shine radio training path

This is your training framework, which you should work through carefully with your mentor. At the end of your Shine Radio training, you will have acquired many journalistic techniques: such as researching, writing and presenting news; interviewing techniques; editing audio and presenting your own show.

Entry Level: News/weather/travel writing and research	
Familiarisation	**Familiarise yourself with the project, people, aims and protocols for working as part of the team**
Skills acquisition	**Develop the skills you need to write for the ear and develop your audio techniques**
Intermediate Level: News/weather/travel reading	
Skills acquisition	**Develop the skills you need to record, edit and publish audio**
Advanced Level: Voicing your own show	
Skills acquisition	**Develop the skills you need to record and publish your own show**

Entry Level: News/weather/travel writing and research	
Familiarisation	**Familiarise yourself with the project, people, aims and protocols for working as part of the team**
Familiarisation	Become familiar with the Shine Radio offering: the variety of regular shows; who is responsible for them; what the themes are: recipe, dogs, wine, quiz, PPod, arts & ents, showtime, mirrorballs, country, gardening, walks, books, star gazing, local music, local news. Recommended listening: local news, travel, weather, PPod, Rise & Shine, daytime show with local content, local interview podcasts, specialist podcasts of choice List of current shows Volunteer Responsibilities Schedule Shine Radio's Area How to Listen Community Radio Awards feedback Safeguarding Listen live and explore podcasts at shineradio.uk
The "station sound"	Develop an understanding of Shine Radio's "aural brand" through our style guide and the ethos behind the style of music chosen by the team Our demographic About Shine Radio Style Guide
Compliance requirements	Learn about the legal and compliance rules, prior to attending the compulsory annual training Editorial standards OFCOM code impartiality and accuracy

Funding	Find out how Shine Radio is funded. Shine Radio Rate Card Shop Local Prospects Grid Sponsorship opportunities Advertising with Shine Radio
Team communications	Explore Slack and how it works and see its importance as a key team communications channel Slack Workflow - how do we get on air
Skills acquisition	**Develop the skills you need to write for the ear and develop your audio techniques**
Writing for the ear	Write dummy weather, travel, past news stories for familiarisation with required style Style Guide Sources Broadcast writing Information Sources News Production Training Slides Travel Template
Familiarisation with news/weather/travel scripts	Explore and get familiar with best practice examples, scripts and formats Information Intake Scripts Weather Tutorial News script template Weather template
Interview technique	Practise your interview technique through role play Interview Training

Voice record pro or Zoom H1n	Familiarise yourself with Voice Record Pro (and learn the established settings for a high quality recording) and other possible equipment requirements that would be useful Zoom Hn1 guide Voice Record Pro
Practice interview	Interview a friend or family member for discussion of interview technique
Story writing	Turn your interview into a story
Editing training	Extract a clip from the interview for editing practice Hindenberg Pro Audacity tips
Recording into laptop editing software	Learn more about microphone techniques, consolidate your editing skills
Voicing up a story	Develop vocal and microphone techniques by voicing up a story
In person interview	Be accompanied on an interview for a real story
Features Intake and News Clips	Find out how to upload interviews to Features Intake and clips to Dropbox Dropbox folder for News Clips Sharing Google Drive docs Features Intake
Consolidate your skills in interviewing and story writing	With continued support, learn how to use each interview for more than one purpose, and how to share prospects with the team
Taking responsibility for news stories and interviews	Write your own news stories, and conduct and edit your own interviews with continued monitoring and support
Organising cover	What to do if you are going away. Volunteer Responsibilities

Intermediate Level: News/weather/travel reading	
Familiarisation	Continue your familiarisation with the station output. Listen live and explore podcasts at shineradio.uk
Compliance	Consolidate your understanding of the compliance training as it might relate to the news Editorial Standards
Inserting news clips	Advance your editing skills
ipDTL training	Become acquainted with Ipdtl and conduct a dummy interview. Learn how the log in works, what the different settings mean, using the telephone, talking to more than one interviewee IPDTL link to give interviewees ipDTL training videos
Voice work, recording and editing practice	Read and record old news scripts; Write and record weather and travel Style Guide Broadcast voice
Creating news/travel/weather script	Record the weather, travel or news and upload to the system for transmission, with continued support Dropbox Folder for Finished Audio for Transmission Dropbox Local News Intake Shine Radio Dropbox
Publishing local news	Extract the local news from Omny to publish to the website How to publish the morning report
Taking responsibility for the an entire weather, travel or news broadcast.	Record the weather, travel or news, unsupervised, but with continued monitoring and support

Advanced Level: Voicing your own show	
Familiarisation	You will now be expected to have a high level of familiarity with the station output and an excellent understanding of the Shine radio sound and brand Continue to listen live and explore podcasts at shineradio.uk
Compliance	Have a full awareness and understanding of the compliance obligations, to Ofcom standards Attend external training from Paul Chantler when available
Refining presenting technique	Refine your presenting technique as a radio host. Learn how to throw forward, how to promote other Shine Radio offerings Know where to access useful local information for your show Timeless local information Style Guide Presenter Guide and Clock Live Reads Rise & Shine Slide Deck Rise & Shine Format Guide
Voice tracking software	Become adept at using the voice tracking software, and practise for an old show using the appropriate format for links Understand how the clock works for every hour and how the links (VTs) will sound to the listener How to voice great VTs Voice Tracking FAQs Voice Tracking training film
Dropbox links	Learn how to read show logs and use Dropbox links
Take responsibility for an overnight show	Gain presenting experience on a night time show, with support and constant reviewing
Broadcast a daytime show	Co-present a daytime show with an experienced presenter
Take full responsibility for a daytime show	Present a solo show during the daytime
Speech shows	Receive continued support for speech shows in the form of content review and mentoring through your first shows

Publishing to Omny and website	Learn how to publish to Omny/website plus follow up Understand what makes an effective headline on the website (SEO) Understand ALT text and use of metatags when publishing to the website (SEO) Publishing your audio Best Practice Omny Studio Publishing Omny Studio Help Omny to Website guide
Promoting your show	Develop an awareness of what will feed effective social media and how to use your show to promote Shine Radio (eg suggest who to tag, what hashtags to use, research groups on FB, IG, provide good graphics/photos to the team to help promote stories) Take some responsibility for devising promotional strategy/tactics for your show within the Shine Radio brand (eg appropriate hashtags, sharing Omny links with interviewees, thinking about sponsorship opportunities). Be aware of opportunities to cross promote other shows on the station and make it easy for others to cross promote your show (eg keeping your live reads up to date, offering clips) Social media requests