

WORKSHOP PROGRAMME:

“UNAM-NUST Radio Training”

DATE: 09-12 AUGUST 2021

VENUE: RIVER CROSSING LODGE, WINDHOEK

TIME: 08H30-17H00



FACILITATOR: Mr. Francois Lottering

DAY ONE

TIME	ITEM	DESIGNATION
08h30 – 10h00	Meet and Greet + Individual Introductions	All Participants
10h00 – 10h30	TEA BREAK	
10h30 – 13h00	Attributes of a radio jockey (RJ), an announcer and a radio personality	Facilitator
13h00 – 14h00	LUNCH	
14h00 – 15h00	Studio protocol and preparing to go live	Facilitator
15h00 – 15h20	TEA BREAK	
15h20 – 16h30	Do's and Don'ts of a RJ.	Facilitator
16h30 – 17h00	Recap and Sharing of Ideas	All Participants

DAY TWO

TIME	ITEM	DESIGNATION
08h30 – 08h50	Before Going on Air	Facilitator
08h50 – 10h00	Two Interview Skills and Techniques	Facilitator
10h00 – 10h30	TEA BREAK	
10h30 – 13h00	Generating Revenue	Gerald Johr (Radio Energy) and Francois Lottering
13h00 – 14h00	LUNCH	
14h00 – 15h00	Advertising Skills: The Do's and Don'ts of Ads	Gerald Johr (Radio Energy)
15h00 – 15h20	TEA BREAK	
15h20 – 16h30	Content Ideas and Getting Resources	Facilitator
16h30 – 17h00	Recap and Sharing of Ideas	All Participants

DAY THREE

TIME	ITEM	DESIGNATION
08h30 – 10h00	Studio Set-Up, Technical Optics and Software Needed	Facilitator
10h00 – 10h30	TEA BREAK	
10h30 – 13h00	Microphones Techniques	Facilitator
13h00 – 14h00	LUNCH	
14h00 – 15h00	Visit to Various Radio Stations: NBC National FM (Public), Kosmos (Private) and Energy (Private)	All Participants



DAY FOUR

TIME	ITEM	DESIGNATION
08h30 – 10h00	Daily Meetings	All Participants
10h00 – 10h30	TEA BREAK	
10h30 – 10h50	Recap of Field Trip	All Participants
10h50 – 13h00	News and Content Ideas	Facilitator
13h00 – 14h00	LUNCH	
14h00 – 15h00	Understanding and Practical Sessions (Role Plays)	All Participants
15h00 – 15h20	TEA BREAK	
15h20 – 16h30	Wrap up and Closing	All Participants