

Leicestershire Cares Podcast Training

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Session Outline

09:30 – 10:00 Introduction and Session Objectives

10:00 – 11:00 Discussion and Knowledge Mapping

11:00 – 12:00 Podcast Planning and Development Activities

12:00 – 13:00 Practical Activities – Using Recording Key

13:00 – 13:30 Lunch Break

13:30 – 14:00 Online Recording and Audio Editing

14:00 – 15:30 Practical Workshop

Resources:

General Podcast Development & Planning: https://padlet.com/growsocialcapital/podcasting_podledu

Audacity Audio Editor: <https://www.audacityteam.org/download/windows/>

Leicester Stories: <https://leicesterstories.uk/>

Evington Echo: <https://evingtonecho.uk/>

Decentered Media Knowledge Base: <https://decentered.co.uk/knowledge-base/>

Decentered Media Podcasts: <https://decentered.co.uk/category/podcast/>

Great Central Gazette: <https://linktr.ee/greatcentralgazette>

Leicester Community Radio: <https://www.leicestercommunityradio.com/>

Evaluation Tools: <https://www.globalevaluationinitiative.org/>

Workshop Tools: <https://workshopbank.com/>

Soundcloud: <https://soundcloud.com/>

Podcasting Equipment: [Amazon](#)

Podcasting Guide: <https://www.buzzsprout.com/blog/how-to-start-a-podcast>

Resources Available: https://padlet.com/growsocialcapital/podcasting_podleu

09:00	Preparations	Set up projector, flipboard, name stickers, pens, post-it notes, extension cables, speakers and refreshments	RW
09:30	Arrival	Refreshments and getting settled	All
09:35	Introductions	Housekeeping: <ul style="list-style-type: none"> • Toilets, Wi-Fi, fire safety, trailing leads/cables • RW to introduce himself, experience in podcasting, introduce Decentered Media • Participants to introduce themselves 	All
09:40	Discussion	Quick-Fire Word Cloud: <ul style="list-style-type: none"> • What are the community communications experience associated with Leicestershire Cares? • Note one word on post-It. 	All
09:45	Presentation	Overall Outcome - Explain objectives and terminology: <ul style="list-style-type: none"> • What is community media? • What is a podcast? • Different types of podcast <i>Any questions?</i>	RW
09:55	Ground Rules	How we will be working: <ul style="list-style-type: none"> • Active listening • No daft or wasted questions • Learn at your own pace • Turn-taking <i>Anything else?</i>	RW
10:00	Icebreaker	Value Continuum Exercise: <ul style="list-style-type: none"> • Stand on a line depending on your answers to the following: • How often do you listen to podcasts? • How often do you take part in podcasts? • How often do you produce podcasts? <i>Anything else?</i>	All
10:10	Discussion	Note on Flipboard: <ul style="list-style-type: none"> • Compared to other media, what's the advantage of audio? • Do you think people respond and engage differently with different media? • Introduce I/We/Them. • Introduce Listening/Participation/ Opinions/Experience. • Introduce Seven Ps. <i>Anything else?</i>	All
10:20	Mapping Podcasts	Create an Ideas Map: <ul style="list-style-type: none"> • Why do people listen to podcasts? • Why do you listen to podcasts? • What format do podcasts take? 	Pairs

		<ul style="list-style-type: none"> • Where/when do you listen to podcasts? • What sort of topics/themes do you listen? <p><i>Anything else?</i></p>	
10:40	Listening	<p>Examples of Podcasts:</p> <ul style="list-style-type: none"> • Leicester Stories • Creu Cyffro • Pete’s Community Development Podcast • Digital Jung <p><i>Invite to find on Soundcloud/iTunes/Google</i></p>	RW
11:00	Break		
11:10	Brainstorm –	<p>Community Topics - Post-It & Pass the Mic:</p> <ul style="list-style-type: none"> • Where do you get your community news from? • What defines community news as ‘newsworthy’? • What do community members like talking about? • What do you like talking about? • What form/media are these stories shared? <p><i>Any questions?</i></p>	
11:30	Activity	<p>Post-It Notes exercise - ABCD Media Approach:</p> <ul style="list-style-type: none"> • What are the bottom-up, DIY or Grassroots media in Leicester? • Who are the community makers and communicators in Leicester? • Where are the community forums and networks in Leicester? • Who covers community activities in Leicester? <p><i>Anything else?</i></p>	
11:45	Activity	<p>Active Listening:</p> <p>Why is active listening important?</p> <p>Using a smartphone or recording device, sit with a colleague and record a brief conversation using active listening techniques:</p> <ol style="list-style-type: none"> 1. Being Empathetic 2. Giving Your Full Attention 3. Refraining from Judgment 4. Responding Positively 5. Being Aware of Your Own Inner Response <p>Exercise (pairs): Record a short conversation with your partners about:</p> <ul style="list-style-type: none"> - Last trip abroad? - Last book they read? - Something they’re looking forward to this winter and why? <p>Listen to a sample of the audio captured.</p> <p><i>Any questions?</i></p>	
12:05	Mini Break	<i>Set up equipment ready for next section</i>	
12:10	Activity	Demonstration of Equipment:	

		<ul style="list-style-type: none"> • Microphones and recording devices: • Multi-Channel Recorder, Lavier Microphones, Dynamic Microphones, Headphones, Pens, Headphone Amp, Splitter, Power Cable, Notebook/crib sheet, Batteries, Cable Ties, Biscuits! <p><i>Any questions?</i></p>	
12:25	Activity	<p>Recording Experiment:</p> <ul style="list-style-type: none"> • Walk around the space or building, inside and outside, and test the acoustics in each room. • Identify the different sounds, how voices interact, where the noise is? Where is the best space for each device? • Test if audio can be recorded on phones. • Use WhatsApp Voice-notes and Voice Memos. <p><i>Any questions?</i></p>	
12:55	Lunch		
13:25	Presentation	<p>Recording Online:</p> <ul style="list-style-type: none"> • Using tele-meeting applications - Zoom, Teams, Google Chat, Cleanfeed, etc. • Accessing audio files. • Noise cancellation. • Using headphones. • Quiet rooms. • Wi-Fi signals. <p><i>Any questions?</i></p>	
13:45	Presentation	<p>Editing and Making Simple Changes:</p> <ul style="list-style-type: none"> • Avoid editing - edit in your head. • Why edit? • Tips for creating simple audio edits. • Audio formats. • Maintaining quality. • Audacity, Garageband <p><i>Any questions?</i></p>	
14:00	Recap	What have we covered	
14:10	Workshop	<p>Planning and Recording a Podcast:</p> <ul style="list-style-type: none"> • What topic will you cover? • Who is will be involved? • Where will the recording happen? • What style will you adopt? • What are the challenges? <p>Working in pairs, take a recorder and microphone and record a discussion as a podcast based on a topic relevant to your work.</p> <p><i>Anything else?</i></p>	
15:20	Listening	Listening Back:	

		<ul style="list-style-type: none"> • Collate and share captured audio and listen back, noting comments and responses to what was recorded. • Note what type of stories interests people the most? • How easy were the recordings easy to listen to? • What would you want to ask next? • Where will you share these stories? • What is the follow-on? <p><i>Anything else?</i></p>	
15:50	End	<p>Summary and recap. Thanks and follow-up. <i>Anything else?</i></p>	