

## **Purpose**

To provide training to new presenters to enable them to obtain the skills required to effectively broadcast programs.

## **Prior to training commencing**

- Program Coordinators to inform the Committee of Management of new trainee.
- Program Coordinators to match trainee with appropriate trainer.
- Trainer to give the trainee an introductory tour of 3MGB premises when studio is not being used.
- Program Coordinators to provide new trainee with Presenters Manual and Presenters Agreement. Presenters Agreement to be signed and returned to the Secretary.
- Membership fee to be paid by trainee.

## **Training procedure**

The trainer will:

- train the new trainee in the operations of the station and supervise the trainee at all times;
- follow the 'Checklist for Training'. Completed Checklist to be returned to the Program Coordinators.

## **After training**

- Trainee to organise with the Program Coordinators a suitable time slot for program.
- Trainee to inform the Program Coordinators of name of program.
- Program Coordinators to provide trainee with key to studio. Trainee to pay a \$10 deposit for key.

## **Related Form**

Training Checklist