Workshop on training announcer-programmer and spot production for LRC’s radio program

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| Date | Time  | content | Person in charge | remark |
| Day 1 | 8.30-9.00 | registration | Committee in charge of organizing the training |  |
|  | 9.00-9.15 | Opening session | Personnel committeeMr. Thongphachanh  |  |
|  | 9.15-10.00 | Role and the important of radio, its advantages and disadvantages  | Radio trainerMr. Vansay  |  |
|  | 10.00-10.15 | Break |  |  |
|  | 10.15-11.25 | Discuss on radio contents | Radio trainer |  |
|  | 11.25-13.00 | Lunch/break |  |  |
|  | 13.00-14.30 | Discuss on radio contents (Continue) | Radio trainer |  |
|  | 14.30-15.00 | Develop a three-month plan based on department activity plan (April – June) | LRC CFD (with IFRC support) |  |
|  | 15.00-15.15 | break |  |  |
|  | 15.15-15.45 | Discuss ways to make the radio programme more engagingShare experience from NRCS and BBC Media ActionPractice role play to produce radio spot contents (based on the topics suggested above) with participants playing Red Cross staff, volunteer, community member and expert | LRC CFD (with IFRC support) |  |
|  | 15.45-16.30 | Radio spot production Listening to radio spots and explainExplain what is needed in radio spots | Radio trainer |  |
|  |  |  |  |  |
| Day 2 |  |  |  |  |
|  | 8.30-9.00 | RecordingParticipants practice producing radio spots, record themselves and receive feedback from others |  |  |
|  | 9.00-10.00 | Producing spot radio, Listening simple conversation | Radio trainer |  |
|  | 10.00-10.15 | Break  |  |  |
|  | 10.15-11.45 | Producing spot radio, Listening simple conversation  | Radio trainer |  |
|  |  |  |  |  |
|  |  | Break |  |  |
|  | 13.30-15.00 | Reply trainees’ questions how to edit radio spots | Radio trainer |  |
|  |  | break |  |  |
|  | 15.15-16.30 | Divide in group to practice editing | Trainer and Trainees |  |
|  |  |  |  |  |
| Day3 | 8.30-9.00 | RecordingParticipants practice producing radio spots, record themselves and receive feedback from others |  |  |
|  | 9.00-10.00 | Divide in group to write spot’s content (2 spots each) | Trainer |  |
|  |  | break |  |  |
|  | 10.15-11.45  |  Song inserts to such spots | Trainer |  |
|  |  | Break  |  |  |
|  | 13.30-15.00 | Listen to spots produced by each group, give feedback | Trainer |  |
|  |  | Break  |  |  |
|  | 15.16.00 | Listen to spots produced by each group, give feedback | Trainer |  |
|  | 16.00-16.15 | Assessment (fill in assessment form) | Trainer |  |
|  | 16.15-16.30 | Close session |  |  |

 Assessment form

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| N. | Tittle | Time | Trainer’s assessment |
| 1 | Radio ‘s content  | short | appropriate | long | good | average | weak |
| 2 | Radio programmer or announcer’s ethic  |  |  |  |  |  |  |
| 3 | Radio spot production |  |  |  |  |  |  |
| 4 | Explanations & examples |  |  |  |  |  |  |
| 5 | practice |  |  |  |  |  |  |
| 6 | Timeframe ( Duration) |  |  |  |  |  |  |
| 7 | understanding |  |  |  |  |  |  |
| 8 | Others ( allowance , tea break..) |  |  |  |  |