



Cam FM Trainers' Handbook

First off, I'd like to say a massive thank you for committing to training as part of the Cam FM Training Team. Training has had to take a hiatus over the pandemic, but now we're ready to come back with full force. To mark this, here is our new and updated guide for training.

The segments on the actual sessions should be read in conjunction with the Basic Training Handbook that is given to Trainees so you have an idea of what they are working with. The better prepared we all are as Trainers, the better the Training we will give and the better our members will be. Always remember that the aim of Training is to create the best possible radio: it is the same aim we all have on our shows, but through Training we are giving people the tools for success.

Anyway, let's get training...

Scheduling Training

Scheduling uses an automated system, most of you will remember this from when you did training. Every Trainer must sign up for 3 or more sessions a week, these will be the hours you run training sessions. Trainees will only be able to sign up for training sessions which a Trainer themselves are available for - you will be informed if no-one has signed up for your session and thus you don't need to turn up. Please only sign up between 8 a.m. and 10 p.m, giving a reasonable spread, and the most important thing is that you are at the Training sessions you sign up for.

You sign up for training on an individual week basis, so the sessions can always fit to your schedule. Please keep signing up to sessions a few weeks in advance so that the system continues to function. If you find out that you can no longer make a session, please give the Head of Training 24 hours notice (even if no-one is booked in for it at that time) by emailing training@camfm.co.uk. If you fail to give 24 hours notice repeatedly and do not have a good reason for doing so, it is at the Head of Training's discretion to institute a disciplinary process with the Station Manager.

Marking Attendance

Don't forget that we monitor attendance of both trainers and trainees. Once you step into the studio please load the Training website and mark attendance for that session (you can do this in the training page of the members area).

How to use this guide?

The next few pages will act as a guide to how to run the individual sessions. It is very important that we all implement these as a guide so that we can provide consistent training despite the fact that a number of us will be doing different sessions with different people. The Handbooks have changed significantly since their last iteration so it is important to read this through carefully. I would even suggest keeping this guide open on a screen as you provide training.

T1

This is now the first session trainees have and so it is important that we set the right tone. Please turn up 10 minutes early (this is when the trainees are told to turn up) and give them a warm Cam FM welcome. Be nice, ask them questions, make Cam FM seem as awesome as possible! There are six parts to the actual session

- 1) Welcome Information
- 2) Using the Desk
- 3) Practice
- 4) Using Cuedex
- 5) Practice
- 6) Wrap-up

- 1) Welcome Information
 - a) You need to tell trainees how to get the studio key
 - b) Explain the layout of the studio safety equipment (especially what to do in case of fire)
 - i) Guest sign-in (explain the policy in full)
 - ii) Keeping the studio tidy
 - iii) Studio set-up
 - c) Explain the current COVID policy
 - i) All studio usage must be cleared as much in advance as possible to ensure necessary gaps are left between shows
 - ii) Maximum of two people in the studio
 - iii) Keep the studio as ventilated as possible
- 2) Using the Desk
 - a) Tell them not to worry; not as complicated as it seems. You only need to use 4 functions: reset, faders, SOLO, GAIN (point each out)
 - b) Start by resetting the desk and explain why you should always do it
 - c) Quickly load something into Cuedex, but don't explain it yet
 - d) Plug headphones in, point out the audio jack
 - e) Explain the use of faders (not 'sliders') using the idea of a volume control
 - i) Point to using the fader at 0 (not pushing all the way up)- make sure trainees see this and show the difference by listening
 - f) Explain SOLOing (technically 'prefading')
 - i) Explain purpose of it (check for sound level & swearing etc.)

- ii) How to do it: press SOLO so it lights up, look where it is peaking, use GAIN to adjust, aim for two red bars, CLEAR SOLO
- iii) Start-Middle-End method
- iv) DO NOT PUT FADER UP

3) Practice

- a) Practice SOLOing a track you have uploaded into P1
- b) You should be no more than 30 mins in by this stage

4) Using Cuedex

- a) Make sure you are on the Live Assist screen
- b) Explain how four channels link to four Cuedex faders
- c) Point out the meanings of the buttons, starting with the three at the bottom
- d) Use the 'upload/select' button to put a track into P1
 - i) While in the browser, point out what audio is in each file
 - ii) Explain difference between jingles and beds
- e) Use the uploaded track to demonstrate the four buttons in each channel (incl. quickly the cue-pause/play)
- f) Demonstrate moving and deleting (pay special attention to what manoeuvres need double clicks and which singles)

5) Practice

- a) Allow Trainees to practice uploading a song in P1, jingle in P2 and song in P3 so they can practice firing one after another
- b) Make them SOLO each one
- c) At this point, you may well have quite a bit of time left. If you have time, let the trainees have another go with the practice to really get to know the system

6) Wrap-up

- a) Introduce Broadcast Control and sum up with the '3 switch system' and make sure each trainee understands how each functions
- b) Emphasise importance of keeping faders down when SOLOing
- c) Tell them the way to deal with a mistake: forget about it!
- d) Ask them about their next few sessions to check they know where/when to go

Sit-ins

Each sit-in happens after a Training session. Make sure you know which trainees are at which stage in their training, and make sure you let them see you using Cuedex and the Desk. When mics are off, talk to them as much as possible and explain what you are doing as much as possible. Don't forget to ask them if they have any questions.

Finally, be friendly - that's an order!

Things to say during S2

If this is their S2, give them a quick briefing regarding the assessment. Emphasise they shouldn't worry, but also tell them to do 10 mins prep. Talk about how much you enjoy doing your show, any other broadcasts you've done (thinking specifically of OBs) and tell them how amazing socials are. If you have any favourite Cam FM shows, or programmes you'd recommend to trainees/new members, tell them about those as well (you can also chat about this in S1 but remember that S2 is when they need to be ready for the assessment and enthusiastic about Cam FM).

T2

There are 6 parts to this session:

- 1) Recap
- 2) Microphones
- 3) Beds
- 4) Practice
- 5) Studio Computers (inc Spotify)
- 6) Running a Show

1) Recap

- a) Ask if any questions came out of T1 and S1
- b) Make sure they are confident on prefading and the use of Cuedex in particular

2) Microphones

- a) Practicalities: face 6 in from mic; comfortable position; keep hands off; aware of background noise (close windows?); why you must wear headphones
- b) Here is the 5 part process for a 'simple link' that the trainee is prompted to fill in:
 - i) SOLO mics
 - ii) Back-announce record
 - iii) Talk about something
 - iv) Tell people how to get in touch
 - v) Start song
- c) Give some tips on good presentation: emphasise planning

3) Beds

- a) Ask them if they know the difference between a bed and a jingle- was in T1?
- b) Load bed, SOLO etc.
- c) Ask how they might go about talking over a bed
- d) Demonstrate correct process for a link: faders up and down and what is playing in Cuedex is key
 - i) Song playing, prepare bed by pushing fader up
 - ii) Song ends, fire bed from Cuedex
 - iii) As initial part of bed finishes, bring down to halfway at same time as pushing mic fader up & talk
 - iv) Do link
 - v) As you know link is ending, push next song fader up

- vi) COMPLICATED PART: stop talking, bed fader down (don't worry about Cuedex), fire song on Cuedex, finally bring mic fader down and stop bed on Cuedex

4) Practice Links

- a) Let your trainees practice the above process
- b) At this point, you may well have quite a bit of time left. As in T1, you can let the trainees have another go at the link to become more confident before their assessment
- c) Give some tips on a good link: end on a high, not a story ending; tell people where they can find your show/the station online; guidance on political content; don't swear (emphasise this one); mention the station name and contact details

5) The Studio Computer

- a) Show how to use Mozilla Thunderbird
 - i) 'Get Messages' button
- b) Tell them about playing audio from the studio computer, emphasising that every sound will be broadcast on Cam FM so to watch out for background tabs, pop-ups, and any other unexpected audio
- c) When playing songs, make sure there are no explicit lyrics
- d) Also check for talking segments or diegetic sound that may catch the presenter off guard
 - i) Talking segments may be skits the play before or after a song, or even in the middle of a music video
 - ii) Music videos also often feature diegetic sound (ie real world noise playing under the music)
 - iii) If on a video streaming platform, it is best to avoid music videos altogether and just play videos of a song's album/single version
- e) Recap Broadcast Control from T1
- f) Show how you can plug in another computer/musical device via the aux cable
- g) Point out the faders for the studio computer and aux cable respectively

6) Running a Show

- a) Tell them how awesome it is to do and encourage them to do it ASAP after passing the Assessment
 - i) Get in touch with programmecontroller@camfm.co.uk
- b) Always turn up 15 mins early
- c) Put effort into planning!
- d) Timings are very important, especially when using BlackBox; the show after you has the right to take you off air if you muck up timing
- e) Publicity
 - i) Explain to trainees that they should publicise their shows and that creating a Facebook page and/or twitter account specifically for their show is a very good idea. Invite all friends to like the page
 - ii) Facebook pages should be called '[Show name] on Cam FM'
 - iii) Regular content updates with things related to their show is good for continued exposure
 - iv) Post something other than just 'tune in now' - images etc. generate more likes and shares than simple text posts
 - v) Post things before the start of your show for better reach - an hour before start time is usually good for show-specific Facebook pages
 - vi) Share things to your own Facebook page too
 - vii) Shows are better (and more fun) when more people get involved whilst listening etc. so promotion is key. Promotion also cements regular listenership
 - viii) The same rules RE language and content apply to all social media output
 - ix) If you want additional help with show promotion, or have a particularly big feature/event you want to promote, get in touch with publicity@camfm.co.uk

Assessment

Quickly describe how the Assessment runs. Feel free to demonstrate. Remember they need to include:

- 1) Opening Link
- 2) Jingle
- 3) Song
- 4) Link over Bed
- 5) Song

There is no longer any need to collect cash as this is done online now. You will need to log onto the training website in order to mark the Assessment. The categories have slightly changed, but you should be able to read across and mark the trainee as they go. PLEASE MAKE SURE you switch the monitor facing the trainee off, and mark them facing away.

Questions:

- 1) When is it OK to swear on live radio?
- 2) Why is it important to use SOLO?
- 3) How political can content be on Cam FM?
- 4) How should you recover from mistakes on air?
- 5) What is the structure of an ideal link?
- 6) What is the difference between a bed and a jingle?
- 7) How do you end a live radio show?
- 8) What is Cam FM's policy on studio guests?
- 9) What would you do if there were a fire?
- 10) Is it ok to use mobile phones on air?
- 11) How should you publicise a show on FB?

Minor Error: recoverable, occasional mistakes, which should be put down to nerves or lack of experience

Major Error: serious and unprofessional fault due to gaps in knowledge, which disrupts the show

The Training site will suggest a Pass/Fail based on the marks you give. You can override though and are encouraged to do so if you feel the Trainee has only underperformed due to pressure or if one part was so astronomically good it only needs a small correction for them to be a fine presenter.

Rahul's Criteria

Rahul's magic criteria is a 5-1 rating based on how good their pass was:

5- amazing, both technically and content-wise: they're literally pro

4- amazing in one of technical or content, but not quite as good in the other

3- an average pass, perfectly competent in both; a little guidance and they'll be fantastic
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2- one of the areas is not really up to scratch and could do with further practice
maybe even a TX

1- both areas need improvement, to the extent of a TX. Scraped a bottom level
pass

Please use the comment section to elaborate on the above. Are they particularly fitted to a certain genre? Should they be guided towards producing? Are they super keen? Are they better content-wise or technically?

Post Assessment

Tell them their result, give feedback, but don't show the comments section for admin. Finally, let them know how they can pay the Cam FM Membership Fee, tell them when and how they will receive their membership card, and wish them a great time at Cam FM!