



TRAINING UPDATE JULY 2020

Hello Tank FM presenters. Thank you again for your programmes and your adherence to both Covid-19 instructions and instructions regarding the swapping over of studios. Since my last memo, there has been an even further effort on these matters and management appreciates your co-operation. The studio swap overs are going pretty well now, and most health and safety measures appear to be implemented and followed correctly.

The occasional presenter is leaving before the incoming presenter starts to read the weather and therefore is leaving the MPX button on. Some who were closing studio doors are now leaving the studio doors correctly open, thank you, and a few needed a reminder regarding arriving in sufficient time to clean as required, as well as check for weather warnings.

Speaking of the weather, the fax machine is scheduled to shut down around the end of July. While all presenters, or certainly most, have been using the computer console to access detailed weather information for a long time, the situation becomes more challenging in stormy and heavy weather situations such as we are experiencing this week. Further guidance where applicable will be given to you in the future.

If you refer to your training instruction documents emailed to you, the Tank FM Training Document dated October 2019, Item 3 has a heading "Studio Computer Functions." A copy is also available on the training document section on the wall of the ante room. It describes how to access "extra" weather warning information as required. I suggest you familiarise yourselves with this before you really need it and practise refreshing the page on the right-hand console. The method has been updated slightly since the training document was written and the page will now automatically reload once the described [X] in the top-right hand corner is pressed.

In view of the ongoing Covid-19 restrictions, it is not possible at this time to have a training workshop as previously planned. However, next month I will provide you

with some alternative training ideas to keep you stimulated. I will investigate with CMTO what is available for online courses for those who are interested.

For your information, remember to take advantage of the media resources available in the studio. Your show can be all the richer with the inclusion of newsworthy items from both the ABC and the Macleay Argus. Again, refer to the Tank FM Training Document dated October 2019. In Item 4, a fair way down this item, is a discussion of accessing news items.

The CBAA magazine first online only edition is now available. You can access that via the Tank FM website. One article explores the way community radio plays a vital role in times of emergency.

Tips for the month.

1. Be careful when playing very old tracks that may have poor volume and may therefore affect your programme volume consistency.
2. Avoid leaving your phone on and have it beeping or ringing for all your listeners to hear.
3. If you are quick, you can use a tablet for more details on artists, weather, and breaking news items while doing your show, in addition to all that is available to you in the studio.

Finally, some questions for you to ask yourself: -

1. Are you maintaining the microphone at the required height?
2. Are you avoiding touching the microphone sock as also required?
3. Overall, how would you describe the relationship you have with your listeners?
4. How do you think you could improve following the Covid-19 instructions?
5. How do you think you might improve your presentation skills if at all?
6. How do you think you could improve your content in your programme/s?

Happy presenting, and thank you,

Regards, Lyn Leedham

Management/Training Committees