

This one day course covers all the journalistic aspects of the feature editor's job, as well as management functions and people skills. It covers setting and maintaining subbing standards, ensuring work is done to deadline, motivating a team and managing a budget. It is designed for anyone with gaps in their formal training or anyone who has recently been promoted to the role of features editor or wish to prepare for a future promotion.

Course Information

Duration:	One day	Location:	London
Cost:	Public course: £325 plus VAT Individual tuition: £495 plus VAT	Dates:	Please call 020 7359 9880 or visit www.lcmj.co.uk

Key Topics

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- Your coverage
 - Understanding the feature editor's role
 - Working with your team
 - The diary and forward planning
 - Winning a realistic budget for your ideas
 - Commissioning and giving a detailed brief
 - The feature editor's role in editing copy

Course Outline

Your coverage

• How to plan the features coverage for a magazine or a newspaper • Improving balance • Identifying weak areas of coverage and correcting them • Turning a story around for your publication • How to make sure you have a steady flow of story ideas presented to you and that you can source plenty for yourself

Understanding the feature editor's role on your publication and working with your team

• What is expected of you as a features editor and how realistic those expectations are • A look at you as leader and manager • How to manage your own time effectively • How to ensure you have a clear understanding of the skills, abilities, problems and concerns of each of your features team • How to ensure that they trust and value you as their manager • Getting the most from your team

The diary and forward planning

• How to make sure you know what story-generating diary events are coming up • How to plan ahead and have original features ready for diary events • Controlling the diary and choosing the right feature writers

Commissioning and giving a detailed brief

• How to make sure you have outlined the story you are looking for • How to handle the situation when you don't get the story you were hoping for

The feature editor's role in editing copy

• When to edit a piece of unsatisfactory copy yourself and when to hand it back to the writer • Keeping ahead of rivals • Keeping feature writers keen and creative • The importance of contacts

Question and answers

All courses at the London College of Media and Journalism are supported by six months telephone Helpline support.