

News editing is about journalism - news lists, diaries and planning. It's also about management and people skills. This course covers all journalistic aspects of being a news editor, as well as equipping you for a managerial role and developing your people skills. The course also looks at you as a manager and how you can become a really effective team leader.

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

- Your coverage
- Your role as news editor
- Working with budgets
- Getting the most from your team
- Forward planning
- Editing copy
- Keeping ahead of rivals

Course Outline

Your coverage

- How to plan news coverage for a magazine or newspaper
- Identifying weak areas of coverage
- Turning a story round for your publication
- Dealing with late-breaking stories
- Ensuring you have a steady flow of story ideas presented to you

Your role as a news editor on your publication

- What is expected of you as news editor? Defining your role
- A look at you as leader and manager
- How to win a realistic budget
- How to stick to that budget
- Managing your time effectively

Getting the most from your team

- How to ensure you have a clear understanding of the skills, abilities, problems and concerns of each member of your team
- How to ensure they trust and value you as their leader
- Commissioning a detailed brief
- How to get what you want from reporters, feature writers and photographers
- How to handle the situation if you don't get the story you want

Forward planning

- How to make sure you know what story generating diary events are coming up
- How to anticipate news
- Controlling the diary and choosing the right reporter
- Deciding which stories to cover

Editing copy

- When should you edit a piece of unsatisfactory copy yourself and when should you hand it back for additional work?
- Editing a news piece effectively

Keeping ahead of rivals

- Keeping reporters keen and sharp
- The role of the news meeting
- Finding off-diary stories

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