

## News Editing : Introduction

### Course Description

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.

### Pre-Course Requirements

You need no previous news editing experience to attend this course.

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### Pricing & Availability

<b>Course Duration:</b>	One Day
<b>Public Scheduled Course:</b>	£325.00 plus VAT
<b>Public Scheduled Dates:</b>	31-01-2018 at London Bridge 28-02-2018 at London Bridge 29-03-2018 at London Bridge 27-04-2018 at London Bridge
<b>Private Course:</b>	£545.00 plus VAT for individual tuition.  Call for prices for private groups of two or more.
<b>Follow-on Courses:</b>	Not Applicable
<b>Post-Course Support:</b>	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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### 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

### The news editor's role on your publication

- What is expected of you as news editor?
- Defining your role
- A look at you as leader and manager
- Managing your time effectively

### Budgets

- How to win a realistic budget
- How to stick to that budget

### 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

### Forward planning

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

### 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

### 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

### Questions and answers