| NEW RECRUITS AND 210x TRAININGS | **COLOR CODE (MATCH TO TIME BELOW):** | Live Zoom session with a coach | Watch a video on your own | Review materials on your own | Live Zoom session with students | If you need help, join a live Zoom session for ATVN tech team | If you need help, join a live Zoom session for ARN tech team | |
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| **REQUIRED TRAININGS FOR ALL** | Welcome, or welcome back to Annenberg Media! (38 minutes) | Ethics, newsroom norms and workplace culture (35 mins) | Review onboarding materials | Onboarding session with Graham (four options):<br>Monday 2/1 4-5 p.m.<br>Wednesday 2/3 10-11 a.m.<br>Friday 2/5 10-11 a.m. and 4-5 p.m. | Introduction to the Equity Board (17 mins) | Pitching and how to shape ideas (49 mins) | Review reporting workshop slides and do exercise on your own | Learn how to use the Stylebot (2 min. video) |
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| **COMMUNITY CONTRIBUTORS (writers on any desk)** | Writing for digital workshop (40 mins - must be logged into zoom) | CMS training | Community reporting overview (19 mins) | How to use Trint handout | Community reporting overview (19 mins) | Using social media for engagement, including story ideas and sourcing (15 mins) | Events coverage workshop (18 mins) | Guide to writing B-matter for your stories |
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| **ATVN CONTRIBUTORS (video)** | Writing for broadcast workshop (20 mins - make sure to meet with a coach for exercise after watching) | TV editing workshop video (18 mins) | TV editing workshop handout | Mobile phone shooting tips | Mobile phone shooting handout | How to use Trint handout | RundownCreator | |
| | Recording Video Calls | Glossary for TV MJs | Guide for TV MJs | Adobe Teams | | | | |
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| **ATVN CONTRIBUTORS (live session w/ coaches)** | Meet with Coach Barbara Pierce for broadcast writing exercise (must watch video above first) Feb. 2 from 3:30-4:15 (Zoom pw is 456278) | Meet with Coach Barbara Pierce for broadcast writing exercise (must watch video above first) Feb. 3 from 11-11:45 (Zoom pw is 906541) | Meet with Coach Sandy Kazarian for broadcast writing exercise (must watch video above first) Feb. 1 from 1-1:45 | Meet with Coach Sandy Kazarian for broadcast writing exercise (must watch video above first) Feb. 4 from 2-2:45 | | | | |
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| **ARN CONTRIBUTORS (audio)** | Writing for audio (15 mins) | How to use Trint handout | Recording Video Calls | Audio editing workshop (24 mins) | Audio editing workshop handout | | | |
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| **DÍMELO** | Writing for digital workshop (40 mins - must be logged into ZZoom to view) | Dímelo onboarding and best practices with coach Allan Lopez (34 mins - must be logged into Zoom) | Dímelo slides to go along with video workshop | | | | | |
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| **ENTERTAINMENT** | Entertainment reporting workshop with coach Allan Lopez (30 mins - must be logged into Zoom) | Entertainment reporting slides to go along with video workshop | | | | | | |
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| **SOCIAL** | Using social media for engagement, including story ideas and sourcing (15 mins) | Writing for digital workshop (40 mins - must be logged into zoom) | | | | | | |
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| **SPORTS** | Watch video of Sports Desk orientation (must be logged into Zoom to view) | Writing for digital workshop (40 mins - must be logged into zoom) | Using social media for engagement, including story ideas and sourcing (15 mins) | CMS training | | | | |
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