

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 30/04/2006, 08:43
To: Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

Background Story to Email:-

Radio Heatherwood Newsletter May 2006

PJ Davidson-Smith Former Secretary

Subject: Radio Heatherwood Newsletter May 2006
From: "Secretary" <Secretary@radioheatherwood >
Date: 30/04/2006, 08:43
To: Radio Staff

Hi Guys

Here is the newsletter for May

30 Years Programs

These notes are on the noticeboard. You should have by now completed all your material.

When Rhapsody is updated with all the new material at the end of the month be aware some items will be removed permanently those added relevant to your night will be found at your folder i.e. Mondays Personal. In addition the hotkeys on the screen in wavecart will have two more items on hotkey 11 and 12. These will only be able to be fired by the mouse as there is no keys on the keyboard/pad to use.

Start Times

In case you missed it

In recent weeks we have been listening to the programs being broadcast in the weekday evenings, and it would seem that depending on which presenter opens up, we either get the news, have half the news or no news at all at 7pm.

In the light of this which doesn't sound very professional when taking over, we have decided that **broadcasts will now start at 7.03pm** as soon as the news has concluded. All presenters opening up must wait for the news to finish and then start their programs.

The news does not need to be taken during your evening sessions.

In addition to this if you are going to finish at the top of the hour you must allow yourself enough time to hand back so that the news can be broadcast in full.

This is with immediate effect, No exceptions

Web Site

Still waiting for some replies/content!

Training

Marcela is the only presenter at present receiving training. Marcela has moved to Tuesdays and will be locked into studio 2 for the next two months. At the end of this we will let her out and hopefully have a presenter who can operate the equipment.

Sweatshirts

It has been mentioned about a second order for sweatshirts, if you are interested, let us know.

Thursdays

Thursdays are now up and running and I'm sure the guys are well pleased.

Personal Details.

I would remind everyone that if you change your telephone numbers address change cars etc you should email me the details. I don't have crystal ball and know that you have changed any of these unless you tell me.

Patients Name

Every once in awhile you may come across a patient with a name which might lend itself to being ridiculed in some way. IE Mary seems straight forward but for those who might say oh' "is that Mary from the dairy". To the individual she may have heard that for a thousand times before and has heard all the gags before. Please do not ridicule even in jest a patients name.

Presenters Actions

When we learn to drive a car and we pass the test we are told by our instructors we teach you to drive to pass the test but you will probably never drive like that again and you will find your own comfort zone when driving.

This is not applied to us here at the radio service Where we have trained new presenters using the Bronze Silver and Gold training to become a presenter we have not forgotten about you.

The following presenters who have now completed over 1 years training have had their programs from the 1st March until the 14th April reviewed.

Ian Shephard Pete Stephens Lucy Walker Ian Butcher. The results will be discussed with those listed and they are already aware of this.

The essence of this review is to stop presenters finding a comfort zone which is in contradiction to what was briefed to them during their training.

At all times presenters must follow the guidelines and not take it upon themselves to undo all the good work being carried out by their colleagues. A bad practice by an individual can reflect on all of us.

In front of the mic remember every time you speak your actions has implications for you, the station, and your colleague's.

New Trainees

We have had three applicants this last month to join us. Their applications are currently being processed and at this stage no firm decision has been made. The ultimate aim is to take on enough staff to open Wednesdays.

Bereavement

It is with regret I have to announce Ian Shephard's mother passed away last Friday and as such he will not be about for awhile. We send our thoughts and best wishes to Ian.

That's all for now

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

www.lof-heatherwood.org.uk

www.radioheatherwood.org.uk

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