



Radio Heatherwood **Operations Manual 7th issue**

When the last issue of this was produced 6 copies were made up, one for each night and one for the studio. If you have a copy of the manual at home you need to return it to the studio immediately.

As from the 31st August they will be out of date.

A new issue is to be released in conjunction with a new training record for all new trainees who join the radio station.

In an effort to improve training for all newcomers a standard training package will be developed based on the operations manual and practical experience.

If you have any thoughts now about what the training record should be about or contain: jot your ideas down on a piece of paper and leave it in my tray.

PJ.

07 June 1997