

## **Confidence on camera**

Training and recording sessions for the 'Digital Communication' course



1-2 July 2019

Rua Simplicio Passos de Gouveia, 21 9004-565 Funchal, Portugal





**European Regional Development Fund** 



Training "Confidence on camera" and recording session for "Digital communication" online course 1-2 July 2019 Funchal, Portugal

Day one	Monday, 1 July 2019
08.30 - 09.00	Registration
09.00 - 10.00	<ul> <li>Welcome and introduction</li> <li>State of play regarding the course</li> <li>Presentation of the final course structure</li> <li>Brief demonstration of the "Online Learning Platform"</li> </ul>
10.00 - 11.00	<ul> <li>"Confidence on camera" training - part I External trainer</li> <li>What do we need to consider when preparing a video?</li> <li>How to optimize the facial appearance (make up, what to wear, do- s and don't-s)?</li> </ul>
11.00 - 11.20	Coffee break
<b>11.20 - 13.00</b>	<ul> <li>"Confidence on camera" training - part II</li> <li>How to do the recording - general advice</li> <li>Tips: positioning of camera, microphone, body language, etc.</li> </ul>
13.00 - 14.00	Lunch break
14.00 - 15.30	<ul> <li>"Confidence on camera" training - part III</li> <li>How to prepare a short text for video and next how to present it in an interesting way?</li> <li>How to act in a natural way in front of a camera and how to speak (tone, peace, breathing)?</li> </ul>
15.30 - 15.50	Coffee break
15.50 - 17.00	<ul> <li>Confidence on camera" training – practical exercise</li> <li>Participants will practice recording videos for the course</li> </ul>
17.00	Closure of day 1



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Day two	Tuesday, 2 July 2019
09.00 - 09.30	Welcome and setup of the recording equipment
09.30 - 11.00	<ul> <li>Recording session part I</li> <li>Introductory course videos – "problem and solutions" scripts</li> </ul>
11.00 - 11.20	Coffee break
<b>11.20 - 13.30</b>	<ul> <li>Recording session part II</li> <li>Videos for courses on Facebook, Twitter and Instagram</li> </ul>
13.30 - 14.30	Lunch break
14.30 - 15.30	<ul> <li>Recording session part III</li> <li>Videos for courses on LinkedIn, websites and e-newsletters</li> </ul>
15.30 - 15.50	Coffee break
15.50 - 17.00	<ul> <li>Recording session – part IV</li> <li>Introductory and wrap-up videos</li> <li>Next steps</li> </ul>
17.00	Closure of the event

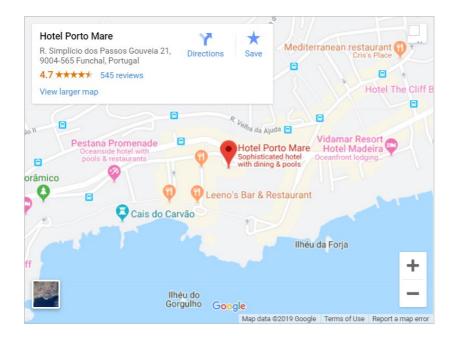


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## **Practicalities**

## Venue

Hotel Porto Mare, Rua Simplicio Passos de Gouveia, 21, 9004-565 Funchal, Portugal



## Travel and accommodation

Participants are responsible for arranging their own travel and accommodation.