



PROGRAM: The Press Club

TIME: 9:00 AM – 11:00 AM

DAY: Monday

FACILITATOR: Vasma Hassan

AIM: Establish a functioning podcast setup and successfully produce and publish at least **two podcast episodes** for the quarter while continuing to build communication, interviewing, teamwork, and media production skills.

GOALS: (Relates to NDIA goals of clients)

- Improve communication and social skills
- Increase community participation and inclusion
- Develop independence and decision-making skills
- Build employment and workplace readiness skills
- Enhance digital literacy and technology skills
- Strengthen confidence and self-advocacy
- Foster meaningful relationships and teamwork
- Increase participation in meaningful and skill-building activities

OUTCOMES:

- Participants will build confidence communicating with others by engaging in group discussions, interviewing guests, asking questions, and sharing their ideas during podcast planning and recording sessions.
- Participants will strengthen their connection to the local community by researching topics, interviewing community members, and creating podcast content that highlights local stories, events, and issues of interest.
- Participants will make choices about podcast topics, production roles, interview questions, and creative content, supporting greater independence and self-expression.
- Participants will develop transferable workplace skills such as teamwork, time management, problem-solving, responsibility, following instructions, and using media equipment safely and effectively.
- Participants will learn to operate recording equipment, cameras, microphones, and basic editing software, increasing confidence and capability when using technology.
- Participants will work collaboratively with peers to plan, record, and produce podcast episodes, developing positive relationships and improving their ability to work as part of a team.
- Participants will engage in a structured and purposeful media project that promotes creativity, learning, community engagement, and achievement through the successful production of podcast episodes.



RESOURCES:	
Internet	
Personal mobile phones	
iPad/Computer	
Camera	
Canva – Pro Subscription	
AI program	
“Media Room”	
Materials prepared for the week	

❖ Please find attached Risk Assessment



WEEK	TOPIC	WHAT TO BRING	COST
WEEK 1 DATE: 6TH July	Podcast Project Planning	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 2 DATE: 13th July	Podcast Equipment Familiarisation	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 3 DATE: 20th July	Interview Skills Workshop (continuous learning and reinforcement)	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 4 DATE: 27th July	Podcast Episode 1 Pre-Production	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 5 DATE: 3rd August	Record Podcast Episode 1	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 6 DATE: 10th August	Edit Podcast Episode 1	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 7 DATE: 17th August	Release Episode 1 and Reflect	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 8 DATE: 24th August	Episode 2 Planning	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 9 DATE: 31st August	Community Interview Preparation	Healthy snacks Notebook and pen Hat and water bottle	NIL
WEEK 10 DATE: 7th September	Record Podcast Episode 2	Healthy snacks Notebook and pen	NIL
WEEK 11 DATE: 14th September	Edit Podcast Episode 2	Healthy snacks Notebook and pen to take notes (optional)	NIL
WEEK 12 DATE: 21st September	Release Episode 2	Healthy snacks Notebook and pen to take notes (optional)	NIL
Week 13 DATE: 28th September	Quarter Showcase and Celebration	Notebook and pen to take notes Food to share or snack money	NIL