



## Commissioning

The first step is to prepare a podcast proposal, this includes:

- a working title
- several learning objectives
  - key themes/questions.

Interviewees discuss ideas and the process of developing a podcast with the eLearning team. If the theme and key topics are approved by the CPD eLearning Editor, they are then put in touch with one of our presenting Editors to record the podcast.

## **Pre-production**

#### Step 1

Brief discussion with eLearning Managerand presenting Editor to discuss theme/key auestions/ learning outcomes. This also allows interviewee(s) to identify any key points that they wish to raise, to be worked into the questions.

### Step 2

Pre-meet

Interviewee
will meet with
Podcast
Editor, who
will run
through the
process,
perform
technical
checks and
provide
guidance for
recording.

## Recording

Interviewees will meet with the presenting Editor virtually to record the podcast.

These sessions last between 20-40 minutes, the recording session won't last any longer than an hour.

The presenting Editor facilitates and guides this discussion.

# Editing, production and publication

The eLearning team edits the audio and works with the presenting Editor and interviewee to finalise learning outcomes and MCQs or structured reflections (often drafted by the Editor).

The podcast is then sent for final approval to podcast participants, after which its published online.

This process can take 6-12 weeks. These timeframes should be used as a guide and are subject to stakeholder availability and submission of content.

Interviewees and Editors are supported throughout the process by the eLearning Editorial Coordinator and eLearning Manager. Our CPD eLearning Podcasts are available to stream, for free, on the following platforms:

SoundCloud, Spotify, Apple Podcasts