

Here are two examples of tailored training course timetables for a day's course in oral history interviewing and audio recording and interviewing and video recording. They can be adapted to any group's particular needs.

**ORAL HISTORY INTERVIEWING &
AUDIO RECORDING TRAINING SESSION**

The aim of the training session is to give practical skills to enable volunteers to fully participate as interviewers in the project. The tasks might seem ambitious, but you do not need to be Michael Parkinson to take part! The aim of the day is very much to demystify, to show you just how easy it is to do an interview and get a good quality sound. There will also be time to show how you can 'digitise' and edit that sound on a computer. There will also be plenty of chances to 'have a go' yourself and overcome any fears you may have.

As you can see it's very much fitting a quart into a pint pot in the time allowed! There will be a need to spend more time later as a group preparing the questions to be asked and more time individually becoming totally at ease with the technology of the recording equipment.

10.00am INTRODUCTIONS

Who are we and why are we here? Brief intro from Roger Kitchen about the programme for the day.

10.15am AN INTRODUCTION TO ORAL HISTORY

Its origins and history, its principles, its importance. Understanding Memory – pitfalls and limitations – an illustrated talk

10.45am WHO IS A GOOD INTERVIEWER AND WHY?

(JOINT EXERCISE - list on board)

11.00am THE FOUR GOLDEN RULES OF INTERVIEWING

You only get what you ask for
Be interested
Listen
Respect

10.05am THE QUESTIONS

You only get what you ask for
What do you want to find out
Preparing a list of questions
The role of a list of questions

11.30am COFFEE BREAK

11.45am THE INTERVIEW

Questions that work - open V closed
- simple, one at a time

Being interested - body language, eye contact, non-verbal encouragement.

Listening - not interrupting - the leg bitten off by a shark example

- picking up clues from speech
- questions as a guide

(JOINT EXERCISE - My first day at school)

Respect - why there and talking to them?

- hiding your own knowledge
- the man on the moon, the restricted code, asking for explanations.
- using your knowledge

12.15pm CONDUCTING THE INTERVIEW

Checking your equipment before you start

Conducting the interview - sitting comfortably

- extraneous noises
- setting up equipment, setting the level
- getting going - the first questions
- using the list of questions
- the end - playing back last few seconds as check

What can go wrong?

- (Responding to their questions) - emotions
- not wanting it on tape
- talking after the tape has gone off

12.30pm AFTER THE INTERVIEW

Ending the interview

- the end - playing back last few seconds as check
- Clearance form and Copyright
- not running away
- thanking
- leaving the door open
- any others who can help.

12.45pm LUNCH

1.15pm SETTING UP FOR INTERVIEWS

Checking equipment ready for arrival of interviewees

1.30pm INTERVIEW PRACTICE

People working in pairs, each interviewing a local person with questions prepared earlier in day

2.30pm FEEDBACK & TEA

Reaction of interviewees and interviewers. Playback. Thank yous and farewell to interviewees.

3.00pm DIGITISING AND ARCHIVING

Digitisation and digital sound editing introduction; archiving

3.30pm USING THE RECORDINGS CREATIVELY

A look at using oral history recordings on the web and in digital stories

3.50pm FEEDBACK ON THE SESSION

Reactions, questions, queries, filling in feedback form

4.00pm SESSION OVER

Roger Kitchen

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**ORAL HISTORY INTERVIEWING
& VIDEO RECORDING TRAINING SESSION**

- 10.00am INTRODUCTIONS**
Who are we and why are we here? Brief intro from Roger Kitchen about the programme for the day.
- 10.15am AN INTRODUCTION TO ORAL HISTORY**
Its origins and history, its principles, its importance.
Understanding Memory – pitfalls and limitations – an illustrated talk
- 10.45am WHO IS A GOOD INTERVIEWER AND WHY?**
(JOINT EXERCISE - list on board)
- 11.00am THE FOUR GOLDEN RULES OF INTERVIEWING**
You only get what you ask for
Be interested
Listen
Respect
- 10.05am THE QUESTIONS**
You only get what you ask for
What do you want to find out
Preparing a list of questions
The role of a list of questions
- 11.30am COFFEE BREAK**
- 11.45am THE INTERVIEW**
Questions that work - open V closed
- simple, one at a time
Being interested - body language, eye contact, non-verbal encouragement.
Listening - not interrupting - the leg bitten off by a shark example
- picking up clues from speech
- questions as a guide
(JOINT EXERCISE - My first day at school)
Respect - why there and talking to them?
- hiding your own knowledge
- the man on the moon, the restricted code, asking for explanations.
- using your knowledge
- 12.15pm CONDUCTING THE INTERVIEW**
Checking your equipment before you start
Conducting the interview - sitting comfortably
- extraneous noises
- setting up equipment, setting the level
- getting going - the first questions
- using the list of questions
- the end - playing back last few seconds as check
What can go wrong?
- (Responding to their questions) - emotions
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- 12.30pm AFTER THE INTERVIEW**
Ending the interview
- the end - playing back last few seconds as check
 - Clearance form and Copyright
 - not running away
 - thanking
 - leaving the door open
 - any others who can help.
- 12.45pm LUNCH**
- 1.15pm WHY USE VIDEO?**
Difference between an audio and video interview
- 1.30pm HOW DO YOU RECORD INTERVIEWS ON VIDEO?**
Basic set up for static interviews
Basic Rules. How not to do it.
- 2.00pm PRACTICAL SESSION**
Chance for course members to have a go
- 2.45pm TEA BREAK**
- 3.00pm MAKING VIDEO ACCESSIBLE AND USEABLE**
Digitising, Logging & Archiving
- 3.30pm EXAMPLES OF OTHER'S VIDEO WORK**
- 3.50pm FEEDBACK ON THE SESSION**
Reactions, questions, queries, filling in feedback form
- 4.00pm SESSION OVER**

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