**Agenda Day 1 – 27th June**

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| **Time** | **Activity** | **Facilitators** |
| 8:00 - 8:15 | Welcome speeches | Representatives from GIZ and HVCT |
| 8:15 - 8:30 | Overview of workshop outcomes | Dr. Nguyen Ngoc Vu |
| 8:30 - 09:30 | Overview of video content production process and storyboarding | Dr. Nguyen Ngoc Vu, Mr. Nguyen The Luong |
| 9:30 - 10:00 | Case study presentation: How AGVC use their studio for video content production | Mr. Nguyen Duc Tai |
| **Tea break** |  |  |
| 10:15 -11:15 | Overview of SCORM/AICC/xAPI content packages production using Articulate Storyline 3/Adobe Captivator. | Dr. Nguyen Ngoc Vu |
| 11:15 - 11:30 | Case study presentation: How VDHT create e-learning packages using Adobe Captivator | Mr. Nguyen Hai Dien |
| **Lunch** |  |  |
| 13:00 -13:30 | Fundamentals of photography: Principles of good photos; Speed, ISO and Iris; Lenses of professional cameras | Dr. Nguyen Ngoc Vu, Mr. Nguyen The Luong |
| 13:30 -14:00 | Case study presentation: How TVET institutions use and maintain their professional cameras. | Partner colleges |
| 14:00 -15:15 | Hands-on: Use professional cameras and lenses to capture images in-studio and outdoors. | Dr. Nguyen Ngoc Vu, Mr. Nguyen The Luong |
| Tea break |  |  |
| 15:30 -16:15 | Hands-on: Setting up professional video cameras (Color temperature, zoom, speed, iris). Using camera ports and SD cards. Extract recording from cameras. | Dr. Nguyen Ngoc Vu, Mr. Nguyen The Luong |
| 16:15 -16:30 | Day 1 Wrap-up and Reflection | Dr. Nguyen Ngoc Vu |

**Agenda Day 2 – 28th June**

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| **Time** | **Activity** | **Facilitators** |
| 8:00 - 8:15 | Review video content production process of day 1 | Mr. Nguyen The Luong |
| 8:15 - 9:00 | Prepare PPT templates for studio works | Mr. Nguyen The Luong |
| 9:00 - 10:00 | Hands-on: Prepare a PPT lecture for studio recording  Schedule studio practice time slots for day 2 PM | Mr. Nguyen The Luong |
| **Tea break** |  |  |
| 10:15 - 11:00 | Hands-on: Record PPT lecture with screen recording tools synchronously with professional cameras. | Mr. Nguyen The Luong |
| 11:00 - 11:30 | Principles of studio filming (costumes, gestures, behaviors, interaction with the camera) | Mr. Nguyen The Luong |
| **Lunch** |  |  |
| 13:00 - 16:15 | TVET studio production project: TVET institutions take turns to use HVCT studio and other buildings to record videos, shoot photos for the production project. Each institution has a maximum of 15 mins for studio works. | Mr. Nguyen The Luong |
| 16:15 - 16:30 | Day 2 Wrap-up and Reflection | Mr. Nguyen The Luong |

**Agenda Day 3 – 29th June**

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| **Time** | **Activity** | **Facilitators** |
| 8:00 - 9:00 | Introduction to Adobe Audition tools  Fundamentals of sound editing. Using sound effects. | Dr. Nguyen Ngoc Vu |
| 9:00 - 9:45 | Case study presentation: How BCI and NTCT use their hardware and software for sound editing works. | Mr. Tran Quang Thanh, Mr. Bui Quang Khai |
| **Tea break** |  |  |
| 10:00 - 11:00 | Hands-on: Using Adobe Audition tools to polish sound quality of raw recordings from day 2. | Dr. Nguyen Ngoc Vu |
| 11:00 - 11:30 | Introduction to Adobe Premiere tools | Dr. Nguyen Ngoc Vu |
| **Lunch** |  |  |
| 13:00 - 15:00 | Hands-on: Using Adobe Premiere tools to render real productions movie clips. Exporting batch videos with Adobe Media Encoder. | Dr. Nguyen Ngoc Vu |
| Tea break |  |  |
| 15:15 - 16:15 | TVET studio production project: Finish group projects | Dr. Nguyen Ngoc Vu |
| 16:15 - 16:30 | Day 3 Wrap-up and Reflection | Dr. Nguyen Ngoc Vu |

**Agenda Day 4 – 30th June**

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| **Time** | **Activity** | **Facilitators** |
| 8:00 - 8:45 | Presentation: TVET institutions present their video production projects completed in day 3 and get feedbacks (4 TVET institutions) | Dr. Nguyen Ngoc Vu |
| **Tea break** |  |  |
| 10:00 - 10:30 | Presentation: TVET institutions present their video production projects completed in day 3 and get feedbacks (next 7 TVET institutions) | Dr. Nguyen Ngoc Vu |
| **Lunch** |  |  |
| 13:00 - 13:30 | Graphics assets for video production and editing (Canva, GoAnimate, iStocks …) | Dr. Nguyen Ngoc Vu |
| 13:30 - 15:00 | TVET studio production project: Using feedbacks from day 4 AM and graphic assets introduced previously, TVET institutions improve their projects using Adobe Premiere and Adobe Audition. | Dr. Nguyen Ngoc Vu |
| **Tea break** |  |  |
| 15:15 - 16:15 | Video gallery walk: Each TVET institution posts their final video project on YouTube and receive online comments from others. | Dr. Nguyen Ngoc Vu |
| 16:15 - 16:30 | Day 4 Wrap-up and Reflection | Dr. Nguyen Ngoc Vu |

*Note: This is a tentative agenda and is subject to change.*