

Lizzy Millar – shorthand trainer

<https://www.shorthandtutor.co.uk>

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PROFILE

NCTJ-trained journalist who is passionate about passing on the skill of Teeline shorthand. Able to deliver instructor-led live webinars for distance learning and/or classroom-based training sessions to groups and individuals and also webinars.

CLIENTS:

Reach plc

February 2019 to date

Leading a course in Teeline shorthand to apprentice journalists as part of an NCTJ fast-track course

Financial Times

August 2018 to date

Delivering weekly two-hour training sessions in the workplace to specialist journalists culminating in timed tests: role includes keeping log of progress and devising a scheme of work.

Press Association

Feb – until Dec 2017

Delivering a rolling 17-week training programme to teach trainee journalists how to note take in Teeline at 100wpm as part of a fast-track course hosted by Press Association, accredited to the National Council for the Training of Journalists (NCTJ).

Lambeth College

Jan 2016 - Feb 2017

Vocational assessor and Teeline trainer: supporting the training and development of 14 trainee journalists by organising regular progress reviews at their workplace to agree a list of targets as part of their two-year on-the-job with college-based training. Also responsible for rolling out classroom-based shorthand training culminating in timed tests accredited to the NCTJ.

University of East London

Oct 2013-2015

Introducing the first course in shorthand as part of an integrated BA course in sports journalism culminating in timed tests..

Solent Southampton University

Sept 2014 - Feb 2015

Significantly raising students' ability to write shorthand as part of an intensive six-week course involving up to 30 hours a week of contact teaching, culminating in timed tests approved by the National Council for the Training of Journalists (NCTJ).

EMAP Publishing

July – August 2013

EMAP Publishing, hosting on-site shorthand training for beginners and refreshers once a week over seven months, culminating in timed tests.

EDUCATION AND TRAINING

- National Council for the Training of Journalists Certificate (NCTJ) level 5 diploma
- BTEC level II in Understanding Enterprise and Entrepreneurship, Lewisham College (2013)
- Humanitarian reporting and law – awarded by IRIN, UN news agency (2008)
- Financial reporting by Randolph Galerius, City editor for Dow Jones (2008)
- NVQ level III certificate in assessing vocational achievement, awarded by NCFE (2013)

TESTIMONY:

“As an NCTJ-qualified journalist Lizzy brings a well-rounded approach to her shorthand tuition and ability to focus on the practical applications of capturing speech through Teeline rather than just theory. She’s an engaging personality and has proved a big hit with our journalism trainees,”

Mark Wray, Managing Director of Training at Press Association.

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