

The Effective Freelance



Course outline

Course Tutor:

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Course Content:

The Effective Freelance is designed to cover not only the essentials of working as a freelance – organisation, negotiating, producing work, markets, law and financial record-keeping – but also living as a freelance, including personal finance, etc. It will include breaking into new markets, establishing terms, chasing payment, improving returns, specialist journalism, handling money, tax and deductible expenses, and copyright.

Programme

- Introduction
- The Work
- Getting Organised
- Negotiating
- Producing the Work
- Following Delivery
- Specialist Journalism
- The Money
- Money
- Personal Finance
- The Law
- Copyright
- Protecting Information & Sources
- Access to Information & Meetings
- Rights & Duties

What you should bring with you:

No requirements, however, you may wish to bring a notepad.

Qualifications:

No formal qualifications required.

Expected learning outcomes:

Learners should have a better understanding of the essential skills needed in order to work productively as a freelance and also have picked up some useful information and ideas.