



PODCAST PRODUCTION WITH AI

RECORDING . CLEANUP . MIXING
TRANSCRIPTS . CLIPS . SHOW
PUBLISHING . GROWTH . CO

DURATION

25 Hours

LEVEL

**Beginner to
Intermediate**

MODULES

8

MODE

**Classroom •
Online • Hybrid**

01 COURSE OVERVIEW

A podcast course covering recording setup, AI-assisted editing and distribution. The course covers the full pipeline: format and guest booking, recording quality, AI cleanup and editing, transcripts and show notes, clip production, publishing to platforms and audience growth.

Learners publish three episodes with clips, transcripts and show notes.

WHO IT IS FOR

Aspiring podcasters

Marketing teams launching a show

Coaches and consultants building authority

Audio editors

PREREQUISITES

Basic computer skills. A USB microphone is recommended.

02 LEARNING OUTCOMES

01 Choose a format, length and cadence that is sustainable.

03 Edit and clean audio with AI tools.

05 Cut social clips from full episodes.

07 Measure and grow an audience.

02 Record clean audio in imperfect rooms.

04 Produce transcripts, show notes and chapters.

06 Publish to Spotify, Apple and YouTube.

03 MODULE STRUCTURE

8 MODULES

01 FORMAT AND PLANNING

Show concept

Length and cadence

Guest sourcing

Episode formats

Season planning

Booking workflow

02 RECORDING

Microphones and interfaces

Remote recording

Backup tracks

Room treatment basics

Levels and monitoring

TOOLS

RIVERSIDE

ZOOM

AUDACITY

03 AI EDITING

Transcript editing

Studio sound enhancement

Music beds

Filler removal

Levelling

Ad insertion

PRACTICAL

EPISODE EDIT

04 TRANSCRIPTS AND NOTES

Transcription accuracy

Show notes drafting

SEO for episodes

Speaker labels

Chapters and timestamps

PRACTICAL

NOTES PACK

05 CLIPS AND VIDEO

Clip selection

Audiograms

Thumbnails

Vertical captions

YouTube versions

PRACTICAL

CLIP SET

06 PUBLISHING

Hosting platforms

Apple, Spotify, YouTube submission

Scheduling

RSS

Artwork specs

Analytics setup

07 GROWTH

Guest cross-promotion

Community

Paid promotion

Newsletter integration

Reviews

Sponsorship basics

08 OPERATIONS

Production calendar

Asset storage

Team roles

Checklists

Rights and releases

PROJECT

THREE PUBLISHED EPISODES

04 ASSESSMENT & CERTIFICATION

Module assignments and labs

25%

Mini projects

20%

Internal assessments

15%

Final project and review

40%

CERTIFICATION

Learners who complete all modules, submit the final project and clear the review receive a course completion certificate from Kaizen Infinities Private Limited. Project work is documented for the learner's portfolio, and interview preparation is included in the closing sessions.

05 CAREER OUTCOMES

ROLES THIS PROGRAMME PREPARES FOR

PODCAST PRODUCER

AUDIO EDITOR

CONTENT PRODUCER

COMMUNITY MANAGER

FREELANCE PODCAST CONSULTANT

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