Shaping Your First Draft through Storyboards

✓ What is a storyboard?
A graphical representation which can be used to plan the content of a presentation

✓ What are some benefits of a storyboard vs. going directly to PowerPoint or another presentation tool?
It encourages:
Brainstorming ideas
Confirming communication of message
Defining the order of content
Planning visuals

✓ Define your message
Decide on the most important ideas, skills and/or concepts you want to convey to your audience. If attendees remember one thing from your presentation, what should it be?

✓ Brainstorm content
Create the hierarchy of outcomes you’d have to show or teach to communicate your message. For each outcome, list the topics necessary to achieve these outcomes.

✓ Create your storyboard
Once you have defined what you are going to present, you can use a storyboard to lay out how you will present it. Using a whiteboard, sticky notes, legal pad, or drawing tool, take each topic and turn it into a headline. Arrange the order of your content with headline 1 in the first drawn square or sticky note followed by headline 2 and so on. For the most part, each headline will be turned into one slide although you may occasionally combine one or more into a single slide.

✓ Decide on the best method to communicate each point
What is the most compelling way to convey your idea? Is it a photo, video, text, chart? Indicate the medium for each. You’ll write out the detailed text or select/create the image after you are done with your storyboard.

✓ Transitions
Develop the story between the stories. Decide how you will transition from one topic to the next.

✓ Step back and evaluate
Have you communicated your message? Is your content compelling and engaging? Does the flow support your message? If not, brainstorm more ideas, remove what doesn’t work, and/or rearrange the order.
Define Message, Outcome, and Topics

Turn Topics into Headlines and Arrange in Chronological Order

Develop the Story between the Stories