

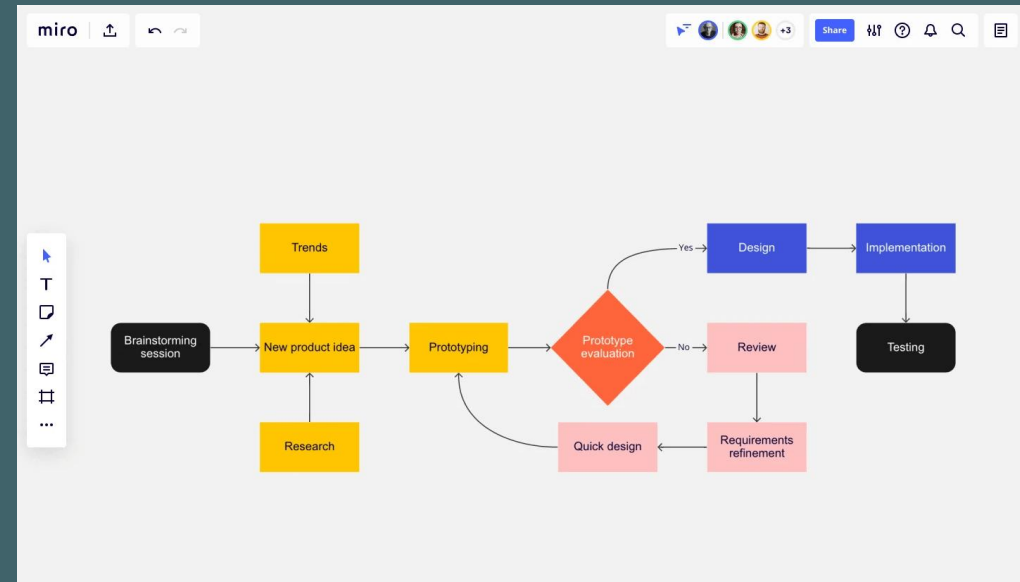
Introduction to **miro**

Program Objective

Navigate	Navigate Miro confidently
Create	Create structured boards (mind maps, workflows, diagrams)
Collaborate in	Collaborate in real time with teams
Use	Use Miro for training, planning, and documentation
Apply	Apply Miro in real business or project scenarios

Goal: Understand what Miro is and when to use it

What Miro is (digital whiteboard for collaboration)





Feel comfortable inside Miro

- Dashboard overview
- Boards, teams, spaces
- Zooming, panning, mini-map
- Toolbar overview (shapes, text, sticky notes, frames)

Core Building Blocks

- **Goal:** Build clean, readable boards
- Text boxes (headings vs body text)
- Sticky notes (colors, grouping)
- Shapes & connectors
- Lines, arrows, alignment
- Copy, duplicate, lock elements

Should we start our initiative?

Ruben

No
Decision

Yes

Negative outcome

Outcome

Positive outcome

We can understand who our audience is

We will have more time to test this idea

We can find and agency to delegate them design part

Christina

Will it be important for the company this quarter?

What does it mean? Why do we need it?

Maybe

Yes

No

Can we get the relevant resources?

Do we learn something significant for the future?

Positive outcome

Negative outcome

Positive outcome

Negative outcome

STRUCTURING IDEAS

Frames & Layouts

Goal: Organize content clearly

- What frames are and why they matter
- Using frames like slides/pages
- Naming and ordering frames
- Presentation mode

Mind Maps & Tree Diagrams

Goal: Visualize knowledge clearly

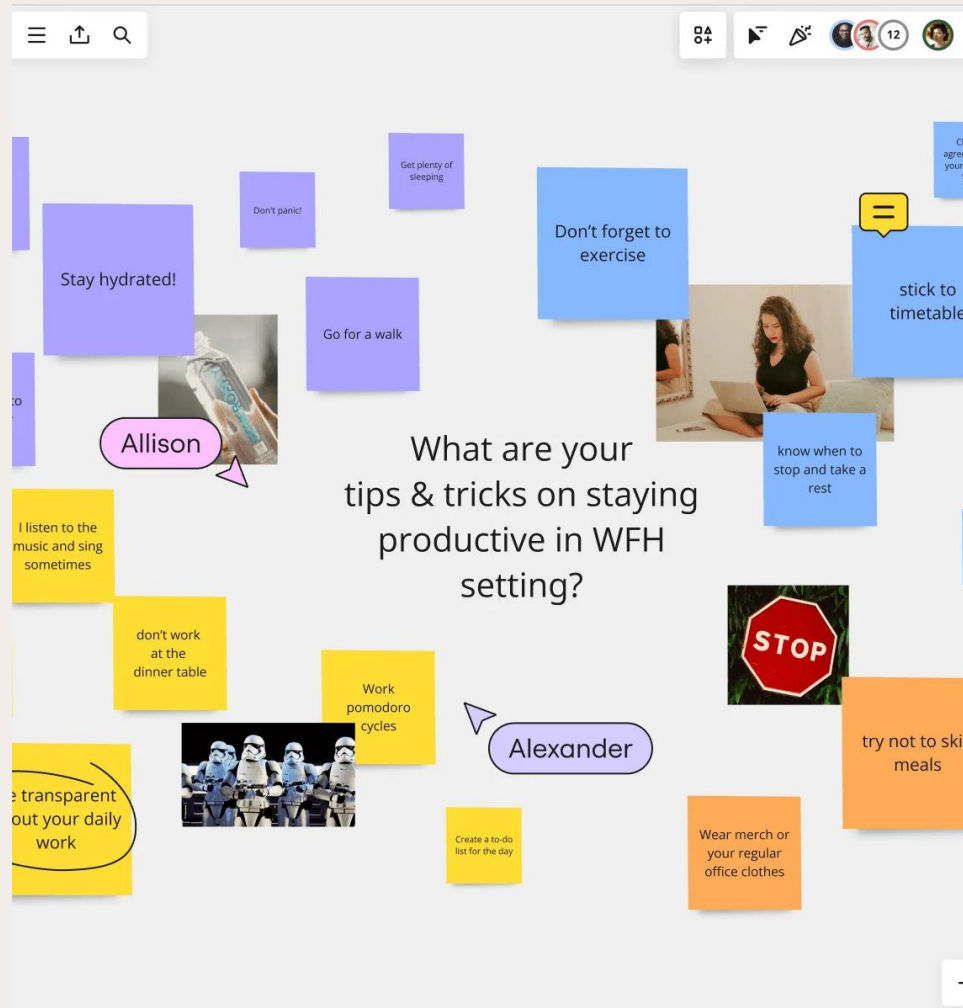
Mind map tool vs manual mind map

Radial vs hierarchical (tree) structures

When to use which

Best practices for clarity

Templates & Reuse



Goal: Save time and stay consistent

- Using Miro templates
- Custom templates for teams
- Duplicating boards
- Version control basics

COLLABORATION & WORKSHOPS

- Real-Time Collaboration
- Goal: Run effective sessions
- Inviting users & permissions
- Cursors, comments, mentions
- Voting, reactions, timers
- Facilitating group sessions

Training & Facilitation in Miro



Goal: Use Miro as a training tool



Structuring training boards



Using frames as lesson flow



Instructions & guidance areas



Validation and feedback sections

Advanced Tools & Integrations

Goal: Power-user confidence

Icons, images, links

Embedding documents

Importing from PDF / PPT

Exporting boards

Integrations (Teams, Jira, Google Drive)

Thank
you