



## Miro Course Syllabus

This one-day, instructor-led Miro Fundamentals course teaches professionals how to use Miro as a visual collaboration and digital whiteboarding platform for brainstorming, project planning, process mapping, and team meetings. Through hands-on exercises, participants learn to navigate the Miro interface, build and organize boards using frames and templates, and create diagrams, workflows, and project plans. The course also covers real-time collaboration, activity facilitation techniques such as voting and timed brainstorming, and best practices for board design, sharing, and version management. No prior Miro experience is required, and the course culminates in a capstone exercise where participants build and present a complete board for a realistic workplace scenario.

### 1. Introduction to Miro

- What Miro is and how organizations use it
- Common Miro use cases
- Understanding teams, projects, spaces, and boards
- Accessing Miro through a browser or desktop application

### 2. Navigating the Miro Interface

- Understanding the board canvas
- Using the creation toolbar
- Zooming, panning, and navigating large boards
- Using the board overview and object list
- Searching for boards and content
- Selecting, moving, resizing, and duplicating objects
- Undoing and restoring changes
- Using keyboard shortcuts

### 3. Creating and Managing Boards

- Creating a new board
- Naming and organizing boards
- Starting with a blank board or a template
- Duplicating and deleting boards
- Understanding board ownership
- Locating recent and shared boards

### 4. Adding and Formatting Content

- Creating text boxes
- Adding and formatting sticky notes
- Working with shapes
- Using lines, arrows, and connectors
- Adding icons and images
- Using tables for structured data
- Copying and pasting content
- Grouping, locking, aligning, and distributing objects
- Using color and formatting consistently

### 5. Organizing Boards with Frames

- Understanding frames
- Creating and naming frames
- Moving content into frames
- Reordering frames
- Using frames for presentations and navigation
- Establishing a logical visual hierarchy

### 6. Using Templates

- Browsing the Miro template library
- Selecting an appropriate template
- Customizing template content
- Creating boards from templates
- Saving reusable board structures
- Overview of widely used template categories

## 7. Collaborating in Miro

- Inviting participants
- Sharing board links
- Understanding viewer, commenter, and editor access
- Viewing collaborator cursors and using comments and mentions
- Following another participant and using reactions
- Connecting Miro with common workplace tools such as Teams, Zoom, and Google Workspace
- Establishing collaboration guidelines

## 8. Facilitating Group Activities: Brainstorming, Voting, and Meetings

- Preparing an activity board before a session
- Designing an agenda and instructions for participants
- Using frames to guide a session
- Running individual and group brainstorming activities
- Grouping and categorizing ideas
- Using voting to prioritize ideas
- Using timers to manage activities and pacing
- Reducing group bias during activities
- Keeping participants focused
- Capturing decisions and converting ideas into action items
- Following up after a session

## 9. Creating Diagrams and Workflows

- Choosing shapes for different purposes
- Connecting objects
- Creating basic flowcharts and process maps
- Using swimlanes
- Adding decision points
- Maintaining alignment, readability, and consistent conventions

## 10. Project Planning Boards

- Creating project planning boards
- Defining goals and deliverables
- Organizing tasks and milestones
- Assigning responsibilities
- Creating simple timelines
- Using Kanban-style boards
- Identifying dependencies and risks

## 11. Presenting, Exporting, and Board Management Best Practices

- Presenting frames and navigating between sections
- Hiding facilitator notes or preparation areas
- Exporting frames and boards as images or PDF files
- Copying content into presentations and documents
- Sharing completed work with stakeholders
- Using version history to track and restore changes
- Defining a clear purpose for each board and limiting visual clutter
- Naming conventions, legends, and locking background elements
- Archiving completed boards and protecting confidential information
- Reviewing permissions before sharing

## 12. AI Features in Miro

- Overview of Miro's AI-assisted features, such as summarizing sticky notes and generating diagrams from text prompts
- When AI features can accelerate board-building versus when manual control is preferable