## Shine Bright at Work | Essential digital skills

## Presentation planner

It's a good idea to plan or 'storyboard' a presentation before you start to create it. This can help to get a clear idea of the overall narrative of the presentation and to strengthen the key messages for the audience.



You can either type your visual ideas into each of the boxes below, or you can print the document to draw your visuals instead. Summarise your key message for that slide or section underneath.

Key message	Key message	Key message
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