

Pro Tips for Planning A Teachable Moment Podcast Series

OVERVIEW:

With your course syllabus in hand, the key to effective planning is developing a clear outline. Remember this is meant to be a series, and not a singular audio file. Each episode can stand on its own but when looked at as a whole, the series should reflect key teachable moments of importance and interest that work together to support the continuum of your course content. Taking time in this phase will help you be better prepared once you get to the technical “making” phase!

PLANNING:

1. Develop an outline based on your course content or syllabus. Identify “themes” or concepts that will serve as the basis for your series. *(While there is no correct number of episodes, typically we recommend creating no fewer than 3)*
2. Sketch out an outline for **each** episode. Ask yourself these questions:
 - A) What is the subject per episode?
 - B) Who is involved? Is it just you as the “host”? Are there guests?
 - C) If there are guests, will you go to them to record? Will they come to you? Record over Zoom?

3. PREPARE A SCRIPT

This is a very important step, and will ultimately be “the content” of your episodes. Start with an introduction. Treat it like a thesis statement. Here you should be able to BRIEFLY tell the listeners what the podcast is about and what is being offered in each episode.

BE CONCISE. Remember this is NOT A LECTURE. Each episode should be focussed on a single concept or topic. You can make as many episodes as needed, so it is better to keep focussed.

A podcast is meant to be listened to and you don't have the benefit of visual aids, so scripting can really help you in the development of your episodes.

4. PRACTICE! PRACTICE! PRACTICE!

Once you have your script, the easiest way to avoid frustration when you start to record is to practice. We all think we are good readers, but something funny happens when you hit “record”. As we become more aware of ourselves in the recording process, we will invariably become more aware of our speech patterns and our normally imperceptible “tiks”, “umms” and “ahhs”. Practice will help you overcome these. In the end it will also make for better listening.

