

# Breakout Room: Planning your Podcast Episode

1. Choose a topic you feel comfortable discussing for 5-15 minutes. This could be a diagnosis, common clinical question, or your own research interest.
2. Identify 3-4 learning objectives for the podcast, and develop a case to frame the podcast around.
3. Identify a format for the podcast: Monologue, dialogue, interview, etc.
4. Identify what recording software or equipment you could use
5. Develop a plan for how you could distribute your podcast

## Podcast prep worksheet:

Podcast title: \_\_\_\_\_

Episode title: \_\_\_\_\_

Intended audience:

Clinicians     Parents/patients     Researchers     Industry     Other \_\_\_\_\_

Will there be a guest on this episode?      Yes    No

This guest adds:     Content expertise     Personal experience  
    Regional/national influence     Diversity of thought  
 Crossover promotion     Other: \_\_\_\_\_

Assign roles (*some people may fill more than one role*):

Researcher: \_\_\_\_\_    Writer: \_\_\_\_\_    Engineer: \_\_\_\_\_

Speaker 1: \_\_\_\_\_    Speaker 2: \_\_\_\_\_    Marketing: \_\_\_\_\_

Anticipated length of episode (minutes): \_\_\_\_\_

Learning goals for this episode (*can be reinterpreted at end as take-away points too*):

1. \_\_\_\_\_

2. \_\_\_\_\_

This episode will be a success if: \_\_\_\_\_

How will you introduce the episode to your learners? What do they need to know upfront?

## Interview questions:

*(budget approximately 1-2 minutes per interview question)*

1.

2.

3.

Many other references, handouts, gear lists and other useful information is at our webpage: [Medpodcasting.com](http://Medpodcasting.com)

