

Purpose

This worksheet can help you strengthen your ability to ask high-quality, coaching-style questions. It combines self-reflection with guided practice using Copilot as a thinking partner.

1. Define the Conversation

Describe the real conversation you want to prepare for (2–3 sentences):

Prompt for Copilot:

*I want to practise high-quality questioning for an upcoming conversation. Here's the situation I'm preparing for: **[insert description]**. Help me clarify the purpose of this conversation in one sentence.*

Purpose of the conversation (Copilot will help refine this):

2. Explore Your Default Leadership Patterns

Reflect on your natural tendencies in conversations:

- What do you tend to do when someone brings you a problem?
- Do you jump to solutions?
- Do you ask questions to understand or to direct?
- How comfortable are you with silence?

Prompt for Copilot:

Help me reflect on my default leadership style in conversations. Ask me 5 questions that will help me identify the habits I need to dial up and dial down.

After responding, use:

Based on my answers, summarise the one habit I should dial down and the one I should dial up.

My focus habits:

- **Dial down:**

- **Dial up:**

3. Craft High-Quality Questions

Prompt for Copilot:

Help me craft 6–8 high-quality questions for the conversation I described earlier. They should be open, curious, non-judgemental, forward-focused, and empowering. Provide them in categories such as exploring the issue, understanding context, generating options, building ownership, and future focus.

My Question Set:

4. Practise Out Loud

Read each question aloud and reflect on how it sounds.

Prompt for Copilot:

I'm going to read each question aloud. For each one, help me evaluate whether it sounds curious, natural, and non-leading. I'll paste them one at a time — give me feedback after each one.

Notes on Improvements:

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5. The Two-Minute Silence Test

Choose one or two of your strongest questions.

Sit in silence for two minutes after asking it (in your mind or aloud). Notice what comes up.

Prompt for Copilot:

I want to practise the 'two-minute silence test'. Give me guidance on how to sit with silence after asking a high-quality question, and help me reflect on what makes silence uncomfortable for me as a leader.

Reflections:

6. Apply in the Real Conversation

Use your questions in the actual conversation.

Afterwards, reflect with Copilot.

Prompt for Copilot:

I've had the conversation. Help me reflect on it. Ask me 5 questions that will help me evaluate what worked, what surprised me, and what I'd do differently next time.

Then:

Based on my reflections, help me identify one insight I want to carry into future conversations.

My key insight:

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7. Repeat With a New Conversation

Prompt for Copilot:

*Let's repeat the high-quality questioning exercise with a new conversation. Here's the situation:
[insert description].*

Notes: