

Great Conversations - Learning Group Guide

Chapter 3

Communication skills: asking questions

Agenda

Thirty-minute timeline

Time	Activity
5 minutes	Check-in Everyone answer: What have you noticed about how people listen and ask questions?
5 minutes	Group agreements Review your agreements and make sure they are still working for you. Consider how you have been using your attention, listening, and asking questions of each other in these group meetings. Adjust and update agreements as needed.
15 minutes	Discuss learning from Exercises and Actions Remind yourselves about exercises and actions from this chapter and refer to notes you made as you went through the online material. Debrief questions: <ul style="list-style-type: none"> • How often do you ask closed-ended questions when an open-ended question might be more useful for the other person? • What did you experience when you experimented with different kinds of questions? • What helps you to suspend judgement and be more curious?
5 minutes	Closing Each person share: My biggest takeaway from this chapter. My intention for how I will ask questions.

In this chapter, you will learn how to:



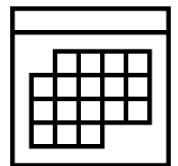
- craft open-ended questions that enhance collaboration and exploration
- recognise and avoid traps that limit questions and conversations
- deal with uncomfortable situations that arise in response to questions

Try it this week:

Throughout this week, pay attention to the questions you ask your colleagues and what is going on in your brain when you do.

Build your awareness with these activities:

1. Practise using open-ended questions with friends and colleagues. Ask questions you do not know the answers to and be as curious as possible.
2. Think about someone you would like to have better conversations with. Consider how curious you have been with them in the past and how much you really pay attention and listen to them. Review tips for listening and asking questions. Now consider four different, open, curious questions that you could ask them the next time you speak.



To take your learning further:

1. Write down your key learnings from this chapter and the strategies you will be using to ask more open questions and take them to your **learning group** meeting to discuss.

ABC of Mindfulness

