



Two Minute Reads: A series of tips that improve your performance at work in no time!

Guided Questions to Use in Meetings to Clarify Issues, Resolve Concerns and Answer Questions

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Meeting facilitators are tasked with keeping a meeting moving forward, while walking the fine line of sharing ideas and information. Facilitators can use some effective “guided questions” to improve collaboration and assure engagement.

When a tricky issue comes up, consider using these:

1. What can we make happen on this short call/meeting?
2. What issues need longer discussion and should be tabled for its own meeting?
3. Let's take a moment to explore this issue. Tell us more about...
4. I am keeping time here and we will give this issue another minute or two...
5. Thanks for joining the meeting. I have my facilitator hat on today and will keep us moving ahead and will assure all of you that we will end the meeting on time.
6. It's me again with the facilitator hat, we have several minutes remaining...
7. As we wrap up, here are our gains from the meeting...



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