

## Questions Designed to IMPROVE MEETINGS

### Questions Designed to OPEN UP DISCUSSIONS.....

- Could we clarify the terms connected with this topic?
- What do you think the general idea or problem is?
- What are the elements essential to understanding the topic?
- Would anyone care to offer suggestions on facts we need to better our understanding of the problem or topic?
- What has been your experience in dealing with this problem or topic?

### Questions Designed to BROADEN PARTICIPATION.....

- Now that we have heard from a number of our members, would others who have not spoken like to add their ideas?
- How do the ideas presented thus far sound to those of you who have been thinking about them?
- What other phases of the problem should we explore?

### Questions Designed to LIMIT PARTICIPATION .....

- To the overactive participant: We appreciate your contributions. However, it might be well to hear from some of the others. Would some of you who have not spoken care to add your ideas to those already expressed?
- You have made several good statements, and I am wondering if someone else might like to make some remarks?
- Since all our group members have not yet had an opportunity to speak I wonder if you would hold your comments until a little later?

### Questions Designed to FOCUS DISCUSSIONS.....

- Where are we now in relation to our goal for this discussion?
- Would you like to have me review my understanding of the things we have said and the progress we have made in this discussion?
- Your comment is interesting. However, I wonder if it is quite germane to the chief problem which is before us?

## Questions Designed to IMPROVE MEETINGS Cont....

### Questions Designed to HELP THE GROUP MOVE ALONG.....

- I wonder if we have spent enough time on this phase of the problem. Should we move to another aspect of it?
- Have we gone into this part of the problem far enough so that we might now shift our attention and consider this additional area?
- In view of the time we have set for for ourselves, would it not be well to look at the next questions before us?

### Questions Designed to HELP THE GROUP EVALUATE ITSELF.....

- I wonder if any of you have a feeling that we are blocked on the particular questions: Why are we tending to slow down?
- Should we take a look at our original objective for this discussion and see where we are in relation to it?
- Now that we are nearing the conclusion of our meeting would anyone like to offer suggestions on how we might improve our next meeting?

### Questions Designed to HELP THE GROUP REACH A DECISION.....

- Am I right in sensing agreement on these points? (Leader then gives brief summary.)
- Since we seem to be tending to move in the direction of a decision, should we not consider what it will mean for our group if we decide the matter this way?
- What have we accomplished in our discussion up to this point?

### Questions Designed to LEND CONTINUITY TO THE DISCUSSION.....

- Since we had time for partial consideration of the problem at the last meeting would someone care to review what we covered then?
- Since we cannot reach a decision at this meeting what are some of the points we should take up at the next one?
- Would someone care to suggest points which need further study before we convene again?

Courtesy of the Girl Scouts of the USA