

MEETINGS

Check-In Questions

A practice at the outset of meetings before any other agenda items are addressed. Once the question is stated, each person speaks when they are ready. No discussion of individual responses.

- Enables participants to pause and reflect on how they are bringing themselves into the meeting rather than simply rushing into the work.
- Leads to insight into each participant that others may not be aware of.
- Invites everyone into the room. Gives them a chance to speak and be 'seen', making it easier for them to speak in subsequent parts of the meeting.

Sample Check-in Questions

Some can simply be open questions, to which the responders can attach their own meaning. Resist the urge to set bounds on

- What has become clearer to you since we last met?
- What did it take for you to get here (i.e. in this meeting, retreat, etc.) today?
- What inspires you?
- What makes you laugh?

Others can be a bit more targeted:

- What are your hopes and aspirations for this meeting?
- If this were the best meeting we ever had, at the end of the meeting how would we characterize what we were doing and how we were working together?
- What are your hopes for this team? (you can add 'by X date')
- What do you want us to be able to put aside (i.e. leave outside the room) today so we can do our best together?
- What word best describes how you are feeling right now?
- What song best describes your state of mind today?
- What is something you are proud of from this week?
- If you could change one thing about last week, what would it be?
- What is the best thing that has happened to you so far today?

Meeting Check-Outs

- Enables a sense of how meeting participants are leaving.
- By asking the question, it prompts each individual to think about what they are taking away.
- Provides some closure for the meeting.

Note: Ask questions that enable people to reflect upon and share their thoughts but do not open up other issues. Samples:

- What was one key takeaway and how will you use it?
- Who, in this room, are you most appreciative of related to this meeting, and why?
- What was most rewarding for you?
- What did we do well? What would we like to do differently moving forward?