

ASK QUESTIONS LIKE A PRO



Ask questions to help you gauge your participants' understanding of the course objectives. Here are 8 tips guiding you to ask questions like a pro!

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1 GET THEM TALKING

Ask open-ended questions to generate discussion. What do you think about...? When could you use this...? How do you see that helping...? Who has tried this...? What results would you expect when you...? When did you last...? How did you handle...?



2 SAY MY NAME, SAY MY NAME

When you want to ask a specific person a question, always say the person's name first. Once you have the person's attention, ask your question. Respecting your adult students is paramount to your success. Getting their attention first shows your respect.

3 WAIT FOR 8

Ask a question. Then wait. It takes an average of 8 seconds for participants to form an answer. They absorb the question. Think of the answer. Then respond. Waiting for 8 seconds should render responses to your questions. If no one answers, then rephrase the question.



4 SHAPE THE DIRECTION

When you ask a question that could go in many different directions, provide an example to help participants align with your expectations. "Considering what we've discussed, what might be your first steps? For example, I might start by..."



5 NOT QUITE RIGHT

When you get an answer that is wrong, or not completely right, respond in a way that supports and encourages the one who answered. You don't need to sugar coat it, just redirect as needed. "You're on the right track Dylan, considering what we learned about ... what else might result?"

6 SHORT ANSWERS

Sometimes, you'll want a short answer. Ask closed-ended questions. Do you see this working for you? Is this an option? Does that always happen? Can you see how this applies? Are these helpful? Will you give this a try?



7 ENCOURAGE QUIET PARTICIPANTS

Dominating participants often consume more than their fair share of air-time. Create opportunities for quieter participants to speak. "Tomas, what are your thoughts on...?" "Olivia, how do you see this working for you or others?" "Alyssa, where do you search for information on...?"

8 WRAP IT UP

Ask questions to review content; it lets you know what participants understand. Ask questions that align with the lesson or course objectives. Incorrect answers give you a chance to clarify. Review questions create another chance to interact with key concepts which strengthens retention.

