

# The Right Question Strategy

## QUESTION FOCUS

Begin with a Question Focus, a focus to ask questions about.

## PRODUCE YOUR QUESTIONS

Make a list of questions about the question focus.

- Follow the four essential rules for producing questions

## IMPROVE YOUR QUESTIONS

Categorize your questions as Closed or Open-ended:

- Find closed-ended questions. Mark them with a "C."
- Find open-ended questions. Mark them with a "O."

Discuss the value of each type of question:

- Advantages & disadvantages of closed-ended questions.
- Advantages & disadvantages of open-ended questions.

Change questions from one type to another:

- Change one closed-ended question to open-ended.
- Change one open-ended question to closed-ended.

Label questions as relating to reason, process or role.

## PRIORITIZE YOUR QUESTIONS

Choose your three most important questions:

- Why did you choose these three as the most important?
- What are the numbers of your priority questions?

## DISCUSS NEXT STEPS

- How are you going to use your questions?

## REFLECT

- What did you learn?
- How can you use what you learned?

### ***Four Rules for Producing Your Own Questions:***

- Ask as many questions as you can
- Do not stop to discuss, judge or answer the questions
- Write down every question *exactly* as it is stated
- Change any statement into a question

### ***Open-ended and closed-ended questions:***

- Closed-ended questions can be answered with "yes" or "no" or with one word.
- Open-ended questions require an explanation and cannot be answered with "yes" or "no" or with one word.

### ***Framework for Accountable Decision-Making***

REASON – the basis for a decision

PROCESS – the steps and actions taken, people involved, information used in making the decision.

ROLE - the part you play in the decision-making process

### ***Next Steps Action Plan:***

In order to answer your priority question(s)...

- What **INFORMATION** do you need to **know**?
- What **TASKS** do you need to **do**?

