



ASK

The Professional Woman's Mentor

Questions to Ask & Avoid

Your Guide to Asking Great Questions!

Questions

Introduction

All questions are not created equal!

Some questions develop:

- Confidence
- Clarity
- Trust
- Collaboration
- Knowledge Sharing
- Understanding

Other questions result in:

- Us vs. Them dynamics
- Unease
- Lack of Confidence
- Frustration

The way we ask a question can instill confidence in our leaders and colleagues, or leave them feeling unsure of our competency. Changing a few words makes all the difference!!!

On the following page you'll find examples of questions to ask... and questions to avoid.

Choose 2 or 3 questions that fit best with your style. Practice saying them until it feels very natural, and then the next time you propose your fabulous idea... close with a great question!

Questions to Ask & Avoid

Questions to Ask

These are questions that will open up the conversation and establish you as being confident in your ideas, recommendations, and proposals:

- What questions do you have?
- Are there questions so far?
- What additional detail would you like for me to share?
- Which areas would you like me to expand on?
- What else do you need to know before we move forward?
- Which discussions should we have next?
- What additional information will you need to approve next steps?
- What additional information would be helpful to you?
- What are some things you still have questions about?
- How would you see this impacting your team?
- What are your thoughts?
- What would you add?

Questions to Avoid

These questions leave your audience unsure of your expertise and put you a position

- Was that clear?
- Does that make sense?
- Did I explain that well?
- Do you think <insert your idea> will work?
- Is that confusing?
- Do you understand what I'm saying?
- What didn't make sense?
- Am I making sense?
- Does that sound like a good idea?

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