

Design your own
Team Question Bank

???

Introduction

1. Co-creating your own **Team Question Bank** can be a great way of building the collective questioning muscle of the team
2. Use the questions every time you and your team are working through a decision or exploring a proposal / idea
3. People then know to expect these questions will be asked of them
4. Others know it is safe and expected to ask these questions



Check out our article on the **Team Question Bank** [here](#)

Team Question Bank Instructions



Circa 60 minutes



Post-it notes + pens
Or digital whiteboard

1. Introduce the exercise and set out what you are hoping to achieve – 5 mins
2. Without any conferring - ask people to capture their initial ideas for questions on post-it notes – 1 question per post-it note – 5 minutes
3. Place all the post-it notes on a wall and group similarly themed questions together – 15 mins
4. Allow people time to read through all the ideas – 5 mins
5. Give people a chance to ask questions and seek clarification on what is meant by some of the questions as it might not always be clear – 10 mins
6. Add more question ideas to the wall if new things occur to people following the discussion – 5 mins
7. Get people to vote for their top 5 questions – sticky dots work well for this - 5 mins
8. Review the ones with the most votes and agree your initial question bank – aim for around 7/8 questions – 10 mins
9. Nominate someone to write up your agreed Team Question Bank and agree a date for getting them circulated

Team Question Bank Instructions

Follow Up

- Make sure everyone gets a copy of the final Question BAnk
- Use the questions every time you are working through a decision or exploring a proposal / idea
- Review and update your questions with your team in 3 months time based on your learning and experience
- Make sure to introduce new starters to the Team Question Bank as part of their on-boarding process

Notes

- Use the thought starters on the next page to get people's creative thinking going if needed
- If you are working with a larger team – more than 6 people – break up into smaller groups to brainstorm the potential questions. Then come back together as a bigger group to
- This exercise also works well remotely. Use a Whiteboard platform like Miro or Mural to capture your ideas

Thought Starters

Do we have the people, and skills?

What are we not seeing that's important for us to understand?

Are we making any generalisations?

What are we assuming that might not be true?

How much time/effort will that consume?

Where are the uncertainties/unknowns?

What biases might be impacting the information?

What are the risks or the downsides?

What is fact and what is opinion?

What assumptions or caveats are there?

What might be misleading or incorrect?

How will this idea/plan affect:

Our people



Financial Performance



Other teams + their work



How we work together



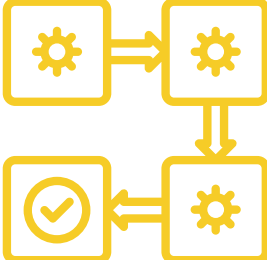
Our Customers



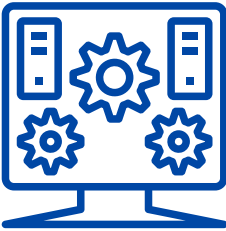
How we communicate



Workflows and processes



Systems



Stakeholders





Distinction

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Organisation Effectiveness**



Contact Us

If you'd like regular tips, tools and templates:

<https://distinction.live/keep-in-touch/>

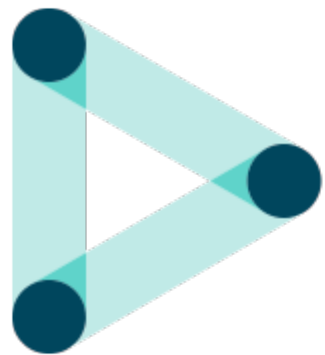
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