1 CONTENT AND QUESTIONS

The questions you choose are key to achieving your goals. The questions will set out the discussion topics and will influence the progression of the activity.
This method allows you to give time to each participant to think about the questions and answer them properly.

What you can do:
- Set the right questions. A good question has to be:
1) Open: can't be answered with «yes» or «no»
2) Simple and clearly formulated: one sentence only
3) Formulated affirmatively: it doesn't contain any negation
4) A singular question
5) Compelling: it implies doing some research, reflection, questioning and discovery
- Set the number of questions depending on the allotted time and the number of participants
- Make sure every participant has the time to express themselves for each question
- Make sure the questions meet the activity's goals
- Share the questions in advance with participants (by email, through the mail, via phone...)

Sources:
Voir fiche Animer une table ronde – Sources