

Asking the Right Questions

Course Code: 1480

Course Duration: 2 hours

Have you ever come away from a conversation and felt like you really didn't get the information you need? It could have been a conversation with a client, a co-worker, a doctor, a service provider or your partner. Every day we rely more on technology to do our communicating; whether leaving quick voice mails, sending brief emails or texting. It's getting more challenging to have productive discussions and conversations when the need arises.

We're all short on time, so how do we maximize the face-to-face (or voice-to-voice) time we do have? It's all about asking the right questions! Too often we are passive participants in conversations and therefore don't gain the full benefit of discussions.

Course Description: In this session, we'll highlight the challenges of today's communication trends and give you ways to elevate your conversations.

Objectives:

- Discuss the benefits of using questioning skills during conversations
- Learn about questioning techniques that you can begin to leverage immediately
- Get tips and tricks for planning out your conversations in advance so you gain information effectively and efficiently

Who Should Attend: Project managers, team leaders, functional leaders, technical specialists, trainers, project leads, executives, senior managers, resources managers, program managers, project team members, administrative assistants, subject matter experts, event planners, supervisors, analysts.