**The Art of Crafting Questions**

*A Facilitator & Participant Guide by Points of You®*

**Workshop Objectives**

* Understand why questions are the foundation of Points of You® processes.
* Learn the principles of formulating powerful, open-ended questions.
* Practice creating short, clear, and meaningful questions.
* Explore how questions guide card selection and open new perspectives.
* Develop confidence in shifting focus: past, present, and future.

**Duration & Structure**

**Total: ~2.5 hours**

1. **Opening & Introduction** – 20 min
2. **Why Questions Matter** – 15 min
3. **Principles of Crafting Questions** – 30 min
4. **Practical Framework: Time Frames & Focus Areas** – 25 min
5. **Practice in Pairs: Creating & Refining Questions** – 30 min
6. **Group Sharing & Reflection** – 20 min
7. **Closing & Integration** – 10 min

**Materials Needed**

* Points of You® card sets (Punctum, The Coaching Game, or Faces).
* Whiteboard/flipchart or large paper.
* Markers and sticky notes.
* Participant notebooks.
* Music for short pauses.

**Facilitator Guidelines**

* **Model Curiosity**: Show how to transform ordinary questions into powerful ones.
* **Encourage Simplicity**: Remind participants that the best questions are short and clear.
* **Balance Depth & Accessibility**: Ensure participants see both the theory and the practice.
* **Coach Gently**: When refining questions, reflect back rather than correcting.
* **Celebrate Diversity**: There is no one “right” question—different phrasings open different perspectives.

**Detailed Flow**

**1. Opening & Introduction (20 min)**

* **Facilitator Script**:

“At Points of You®, questions are the foundation of every process. Without a question, we can’t choose a card—and without a card, there is no mirror for reflection. Today, we’ll learn how to craft questions that truly move processes forward.”

* **Check-in Round**: Each participant shares a recent situation where a single question shifted their perspective.

**2. Why Questions Matter (15 min)**

* Short input:
  + Questions open doors.
  + They set the focus for the entire process.
  + A well-crafted question creates clarity, depth, and direction.
* Example: *“What is my relationship with change?”* vs. *“Am I afraid of change?”*

**3. Principles of Crafting Questions (30 min)**

* **Key Principles**:
  1. **Open-Ended**: Not yes/no. Invites exploration.
  2. **Broad Enough to Explore, Focused Enough to Be Meaningful**.
     + Example: “Relationships” is too broad. “My relationship with my father” is focused.
  3. **Short and Clear**: One sentence, 5–6 words max.
  4. **Neutral Tone**: Avoid leading or judgmental wording.
* **Activity**: On sticky notes, participants write examples of “weak” questions and then reframe them into “powerful” ones.

**4. Practical Framework: Time Frames & Focus Areas (25 min)**

Introduce the **three time perspectives**:

* **Past**: What led me here? What patterns repeat?
* **Present**: What is working/not working now? What is blocking me?
* **Future**: What do I want to invite? What will happen if I say yes/no?

**Focus Options**:

* Challenge/difficulty.
* Resource/strength.
* Insight/learning.

**Exercise**: Participants choose one life area (relationships, career, self-growth) and formulate one past, one present, and one future question.

**5. Practice in Pairs: Creating & Refining Questions (30 min)**

* **Instructions**:
  + Partner A shares a topic they’d like to explore.
  + Partner B helps them refine it into a powerful question.
  + Switch roles after 15 minutes.
* Encourage active listening, curiosity, and simplicity.

**6. Group Sharing & Reflection (20 min)**

* Participants share their best-crafted question with the group.
* Facilitator highlights patterns:
  + Which questions felt energizing?
  + Which were too vague or too narrow?
  + What shifted when clarity was added?

**7. Closing & Integration (10 min)**

* **Facilitator Script**:

“Powerful questions are like keys—they unlock hidden doors within us. Remember, clarity comes not from having all the answers but from daring to ask the right question.”

* Final Round: Each participant shares *one question they are leaving with today* that they would like to explore further with the cards.

**Participant Guidelines**

* Keep your questions short and clear.
* Use open-ended language: *“What,” “How,” “Where,” “When.”*
* Explore past, present, and future dimensions.
* Don’t rush—let the question emerge naturally.
* Be ready to be surprised by the answers that surface.