

Type of question	Function	Examples
hypothetical question	<ul style="list-style-type: none"> <li>- Focus on finding a solution</li> <li>- find out differences to the already existing solution</li> <li>- activate resources</li> <li>- stimulate thinking in a new perspective</li> </ul>	<ul style="list-style-type: none"> <li>- Let's assume.... what would change?</li> <li>- Assuming that the problem is already solved..., what would have changed? / What are the consequences?</li> <li>- Let us suppose we...</li> <li>- What would be/happen/change ... if...?</li> </ul>
detailed questions	<ul style="list-style-type: none"> <li>- make it more concrete</li> <li>- filter out meaning of a long or blurry or too general answer</li> </ul>	<ul style="list-style-type: none"> <li>- Can you make an example?</li> <li>- What do you mean exactly?</li> <li>- What are indicators for that?</li> </ul>
understand questions	<ul style="list-style-type: none"> <li>- contextual understanding</li> <li>- understand mindsets</li> <li>- understand interests and relationship patterns</li> <li>- get a feeling for the general situation</li> </ul>	<ul style="list-style-type: none"> <li>- How do you explain that?</li> <li>- Where do you see your share?</li> <li>- When does the problem occur, when not?</li> <li>- Which impacts and effects did you observe/see/feel/experience?</li> <li>- What is your relationship to the others?</li> </ul>
yes / no questions	<ul style="list-style-type: none"> <li>- reassurance</li> <li>- confirmation</li> </ul>	<ul style="list-style-type: none"> <li>- We have worked out different options and listening now to your comments I have the feeling that you prefer option B. Is that correct?</li> </ul>

Method	Function	How to use
Brainstorming	<ul style="list-style-type: none"> <li>- collect ideas, opinions, examples and proposals in a homogeneous group</li> </ul>	<ul style="list-style-type: none"> <li>- visualise main topic / question</li> <li>- write down every call directly without structuring it too much</li> <li>- delegate the writing to 1-2 participants</li> </ul>
Silent brainstorming with topic cards	<ul style="list-style-type: none"> <li>- collect ideas, opinions... with a heterogeneous group</li> <li>- or when the topic is controversial</li> <li>- it is more anonymous and every card has equal meaning</li> </ul>	<ul style="list-style-type: none"> <li>- formulate precise question (first person view)</li> <li>- every participant gets 2-4 cards</li> <li>- have rules for writing/formulating</li> <li>- use enough space to hang the cards</li> <li>- in first stage put up every card, even when content doubles</li> <li>- cluster</li> <li>- no discussions in collecting phase</li> <li>- eliminate this to max. 10-15mins</li> </ul>
define priorities	<ul style="list-style-type: none"> <li>- define the main focus or key aspects in advance (done by the moderator)</li> </ul>	<ul style="list-style-type: none"> <li>- explain group the decision framework</li> <li>- formulate a precise topic/problem/key aspect on which a decision needs to be made</li> <li>- handouts or other information materials helpful</li> </ul>
work in small groups	<ul style="list-style-type: none"> <li>- work in different topics parallel and intensive</li> <li>- every participant is involved</li> <li>- people get to know each other better</li> </ul>	<ul style="list-style-type: none"> <li>- define groups in advance (homogeneous/heterogeneous)</li> <li>- provide enough space for the different working groups</li> <li>- formulate precise tasks for each time</li> <li>- timeframe: max. 30min</li> <li>- assist teams during process</li> <li>- present results in plenum and continue working with it</li> </ul>
Expert input in plenum	<ul style="list-style-type: none"> <li>- presentation, keynote or input to have an introduction to the topic</li> <li>- inspiration, motivation, new point of view</li> <li>- present group work</li> <li>- do votings</li> </ul>	<ul style="list-style-type: none"> <li>- keep it short</li> <li>- only one person can speak</li> <li>- the bigger the group the more formal the discussion</li> </ul>