



# EXAMPLE QUESTIONS

It is important to have a good conversation with your team because unrest can have an effect on team relations, work atmosphere, well-being and ultimately the work that actually needs to be done. If you have organised the meetings structurally, you can use the team meetings for this purpose. If you sense too much unrest, don't wait for a scheduled moment but plan a separate moment to start the conversation.

## QUESTIONS YOU CAN ASK\*

### About the impactful topic

- What is your perception of [the impactful topic]?
- How do you think [the impactful topic] is being carried out so far?
- What do you see as the added value of [the impactful topic]
- What as the biggest opportunity?
- What do you think is important for the coming period?
- Would you like to be actively involved in [the impactful topic]? How

### Teamlevel

- What do you think is in store for us as a team?
- How do you see the impact of [the impactful topic] on our team?
- Do you think we have to make changes?
- What lies in our circle of influence?
- What do you think is going on?
- What does that mean for our team?
- What are we going to do now?

### Personal

- Does [the impactful topic] keep you busy while working? How?
- Where does your concern/anxiety/uncertainty/anxiety lie?
- What are you most afraid of?
- What consequences do you expect for yourself?
- Is something keeping you awake? And what do you do about it?, What can I do about it?
- What do you need to continue doing your job well in the future?
- Have you got any questions that have not been answered yet?

### Concluding

- Who would you like to talk to again?
- What do you expect from me? What do I expect from you?
- What shall we agree on?

**Tip!** Use our lush green campus to engage your team members in conversation together. Make pairs and give them one or two questions to discuss together. By making the conversation smaller and taking it out of a face-to-face meeting setting, you immediately create a different, more open dynamic. Afterwards, ask each couple to give a short reflection of what they have discussed.

\* Purely for help and inspiration, not to ask for them all or in this order.

INFORMATION AND ADVICE: [UTWENTE.NL/INTERNALCOMMUNICATION](https://utwente.nl/internalcommunication)

UNIVERSITY OF TWENTE.