

The complexity of today's business world requires all of us - executives, managers, front-line workers - to develop new intellectual skills. When making decisions and solving problems, we need to get to the heart of the matter quickly. That's Precision Questioning. When presenting information we need to be clear, crisp, and concise. That's Precision Answering. When precise questions are met with precise answers, meetings become more efficient and more effective. That's a Precision Q+A discussion.

Precision Q+A is a one day, highly interactive workshop in which participants learn:

- the basic principles of Precision Questioning (PQ)
- the seven categories of analytical questions
- the three basic rules of Precision Answering (PA)
- when working on your own, how to use PQ to evaluate your thinking
- how to do Precision Q+A with a partner
- how to use PQ with someone who doesn't understand PA

The workshop requires one hour of pre-work, which introduces key ideas and helps students prepare a recommendation about how to solve a problem currently occurring in their work. This recommendation is analyzed in depth during the workshop, using PQ+A techniques.

By the end of the workshop, participants are able to:

- ask a large number of precise analytical questions
- give answers that are clear, crisp, and concise
- apply PQ and PA to a wide variety of work situations
- continue building skill at PQ and PA on their own

Post-workshop, students receive email Skill Sharpeners designed to provide practice and teach new lessons.

Workshop agenda: next page.

Workshop Agenda

Workshop Module	Description
Precision Q+A introduction	Two ways to improve a business discussion: i) by asking for exactly what we need (Precision Questioning, PQ), and ii) by conveying only the essential information in a way that is clear, crisp, and concise (Precision Answering, PA).
The PQ+A toolkit: Seven categories of analytical questions	Participants learn the seven categories of analytical questions. They drill to expand their questioning vocabulary.
Using PQ to test your thinking	Participants use their expanded questioning vocabulary to think critically about a recommendation that solves a real-world problem. The recommendation has been prepared in the pre-work.
Precision Answering	Participants learn the three rules of Precision Answering and practice applying them.
Doing Precision Q+A with a Partner	Participants pair up. Using their PQ and PA skills, students analyze each other's recommendation.
Using PQ with someone who does not understand PA	This section shows techniques for drawing out the best thinking from someone who doesn't understand the importance of being clear, crisp, and concise.
Building skill after the workshop	Participants learn key points about how to apply PQ and PA skills, post-workshop.
Closing	Participants review main lessons learned. Workshop evaluation and feedback.