

Guide to Check-Ins



What are Check-In Questions?

Check-in questions are prompts meeting facilitators use to touch base with and get feedback from groups and teams. They help to build relationships, to increase participation and trust, and to process reactions to change as well as challenges.

What makes a good check-in question?



- Productive check-ins inspire thoughtful answers and typically avoid the yes-or-no response format.
- Depending on group size and available time, it may work well to ask groups of 6 or more to respond to questions in pairs or small groups.
- Once your group gains experience with check-in questions, mix it up! Vary topics, & ask group members for check in questions too.

Sample Check-In Questions



To build relationships:

- What is your first or best experience being part of a team or group?
- One thing most people wouldn't know about you is...
- What is your favorite mode for learning? (solo, groups, visual, written, audio)
- Tell us about a favorite teacher/mentor, and why they were important to you.



To process responses and reactions to change:

- What's one thing you would like to understand more about what has happened?
- How have you been affected? How have others been affected?
- What learning/new understanding are you taking so far from what has happened?
- What are you doing differently to take extra care of yourself?



If you're short on time

- Say/Type one word that gives us an idea of how you're doing today.
- (Virtual only) Share how you're feeling today using emojis.
- What's everyone's energy level like today, on a scale from 1-10?
- What's the first thing you're going to do once you clock out today?

Find dozens more example questions: www.teambuilding.com/blog/get-to-know-you-questions

Benefits and Continued Learning

Check in questions can foster psychological safety, make groups smarter, and even help teams focus and align better during meetings.

More benefits, information on what is/isn't a check-in question, and in-depth tips for facilitation, check out this resource from from Boston University:

The Check-In: Facilitator's Guide

www.bu.edu/odl/files/2023/10/The-Check-In-Handout.pdf