

THE CHECK-IN QUICK GUIDE

1

CONSIDER YOUR GROUP

- Why are you meeting?
- How well do group members know one another?
- How effectively has the group been working together?
 - How much time do you have for a check-in?

2

CLARIFY YOUR PURPOSE FOR THE CHECK-IN

To help group members...

- Turn away from other concerns and focus on the work at hand
- Become accustomed to speaking in the meeting
- Express their personal goals for the meeting
- Experience a sense of agency over the meeting and its outcome
- Feel more comfortable working together
- Build stronger relationships
- Be more open and honest
- Feel energized and engaged
- Pause to reflect upon their work and their learning
- Learn from one another
 - Ignite their passion and optimism for their work
 - Access insights about the best way to address specific challenges
 - Anchor themselves in the real-life experiences that motivate them
 - Voice concerns about their work
 - Have fun

3

SELECT A QUESTION

Search the Question Archive or create your own

Select a check-in question that...

- Supports the check-in's purpose
- Sends the right implicit message
- Is open
- Is compelling
 - Has the appropriate level of risk for the group
 - Will fit within the allotted time (check-in length = average length of response X number of group members)

4

CONDUCT THE CHECK-IN

- Manage your own fear
- Arrange participants so they can see each other (when relevant)
- Introduce the check-in
- Remember to participate yourself
- Encourage participation
 - Actively manage the process
 - Close the check-in
 - Follow-up as necessary

• Check-ins are a simple and powerful tool for collaboration.

• Check-ins encourage each member of a group to address their peers by responding to a selected question.

• Check-ins can be used whenever you want to help people work effectively together.