

Check-in

In short

In a check-in, everyone answers an open-ended question. This gives everyone participating in the meeting the opportunity to have their voice heard, right at the start of the meeting.

Output

This working method helps everyone to get settled in the meeting, after all arriving from their individual settings.

Approach

The content of the question chosen can be related to the contents of the meeting or the practice issue if applicable.

Preferably choose 'well-rounded questions', i.e. questions that can be answered from different perspectives and that can be answered in terms of content and/or feelings. The focus in this can be on creating a sense of mutual belonging or tying in with the work ahead. In this working method, people do not interrupt each other and no questions are asked in response to someone's answer. The aim is to all briefly answer the same question and, in this way, have your voice heard at the start of the meeting.

Example questions include:

- What would you like for this meeting?
- Tell us something about yourself on the basis of the most recent picture on your phone.
- What do the shoes you're wearing today say about you?
- What colour would you say your day is today, and why?
- In the past week, what moment gave you energy?

Tips for the manager

- The internet holds a lot of inspiration for check-in questions.
- The process manager himself always answers the question first. This also gives an example and sets the desired tone. It also gives other participants some time to think of their own answers.
- The check-in works best if, after answering, participants invite another participant to answer the question.

Bases

The check-in is based on the fact that connecting on a personal level is important for mutual collaboration in the group. This can help in breaking the ice and can help in creating a sense of belonging between people and on the theme, with an eye to the contents of that meeting. In doing so, it contributes to a sense of belonging and safety.

Timeframe

15-45 min.