

# Asking The Right Questions

## *Ensuring Team Captain Success*



When training Team Captains to be successful in Relay For Life, it is important to monitor their progress through Relay season in order to provide helpful feedback and guidance. Realizing that Team Captains will not always ask for assistance on their own, the process of *asking the right questions* becomes a vital role of the Team Development Committee.

### TIPS FOR ASKING THE RIGHT QUESTIONS:

- **Be explicit.** Vague questions will get you vague answers.
- **Refrain from asking Yes/No questions as much as possible.** Ask questions that require thoughtful responses.
- **Be prepared.** Before talking with Team Captains, consider what information you're trying to extract from them. Then formulate your questions accordingly.

### SAMPLE QUESTIONS:

- What are your team goals?
- How did you set your team goals?
- What deadlines have you set for achieving these goals?
- What have you done so far to make progress toward achieving your team goals?
- How are you recruiting members to your team?
- What fundraising events have you held? How much money did you collect, and how much did you hope to collect?
- Who is helping you make progress toward your goals?
- Do you need more people to help you reach your goals – and, if so, have you asked more of your team members to assist?
- So far, what kinds of things have really worked well in moving you closer to your goals and what things have not worked as well?
- What is your plan from here to achieve your goals?
- What fundraising events are you planning to hold? When & where?
- What can I do to help you reach your goals? What supplies or other resources do you need?

### BAD VS. GOOD – SAMPLE QUESTIONS:

- **Bad:** Is your team doing okay?  
**Good:** I see you've recruited 5 members to your team so far. How many more people are you hoping to gain for your team? How are you recruiting them?
- **Bad:** How's your fundraising going?  
**Good:** What fundraisers are you planning in the next month? How much money has your team raised so far? Are you using online fundraising? Are you raising money as a team AND individually?
- **Bad:** Did your fundraiser go well last weekend?  
**Good:** How did your fundraiser do last weekend? How many people attended? How much money did you end up collecting?