Facilitator Guide

This guide is designed to help facilitators lead informal small groups in practicing English or French over the course of 8 weeks. Each week focuses on a specific theme with conversation prompts, follow-up questions and suggested activities. The structure allows participants to progress from beginner to advanced levels, encouraging active engagement through diverse activities. Feel free to start with the beginner topics for each level and progress to the other topics to reach the intermediate or advanced level depending on your group.

**Themes Overview**

[Week 1 – Introduction & Learning](#_Toc1638196087)

[Week 2 – Professional Communication](#_Toc933317493)

[Week 3 – Team Collaboration](#_Toc1432947304)

[Week 4 – Time Management](#_Toc24596259)

[Week 5 – Networking & Socializing](#_Toc1980786626)

[Week 6 – Work-Life Balance](#_Toc404449147)

[Week 7 – Career Development](#_Toc942511133)

[Week 8 – Reflections & Future Goals](#_Toc678981266)

[Additional Fun Questions per Themes and per Levels](#_Toc1861805470)

In the event that a participant is not fully committed to the initiative (not showing up to the meetings, not participating during the sessions or being a nuisance to other participants), do not hesitate to send us an email with the name of the participant to allow us to follow up with them: [ilip.geliquestions2024@gmail.com](mailto:ilip.geliquestions2024@gmail.com)

**Facilitator Role Description**  
Your role as a moderator is to guide the discussion, answer questions and encourage participants to actively partake in the activities. Like an orchestra conductor, participants will be looking at you to make the circles engaging.   
  
Sessions will run for 8 weeks from September 9th to November 1s.   
  
You will be matched with a small group of participants (groups will range in size, from 4-6 participants). Once the groups have been determined, participants will receive an email, where you’ll be cc’d.   
  
From there, we invite you to communicate with your participants to introduce yourself, remind them of the schedule and send them the recurring Outlook invitation for the 8 sessions.  
  
Prior to the start of each session, we recommend that you read the training material (below) and be prepared to deliver the different activities.  
  
**Expected Behaviours of a Facilitator**  
The facilitator should always encourage participants to speak their second language by:   
 - Making sure the conversation keeps the topic respectful   
 - Respecting all participants in their level of competence as well as comfort   
 - Praising the efforts of participants when attempting to speak their second language   
 - Motivating participants in taking part in discussions   
 - Trying as much as possible to involve all participants in the conversation  
 - Maintaining a positive attitude towards participants

Remember that as a facilitator, you are not responsible for teaching the language. Your role is to guide the conversation and make sure everyone is engaged. If someone asks to be corrected, you could phrase it by saying “I might phrase by saying ..” “If I was in your position, I would say” etc. Soft phrasing to make everyone feel comfortable to express themselves. Participants might feel vulnerable when trying their language skills, so being patient and open is important. Once participants are done sharing their answer, thank them and feel free to reformulate it for positive reinforcement and feedback.

You are not responsible for assigning homework or giving feedback to the participants on their language levels. There are tools in our resource kit where you can share if participants want to go a bit further. We also have fun activities that you can do as a group that is light (i.e. find a word that you want to use in your next conversation together).   
  
The facilitator should ensure the proper conduct of discussion circles by:   
 - Moderating the discussion circle in the appropriate official language   
 - Ensuring good time management of the group   
 - Facilitating the conversation by asking follow-up questions   
 - Actively listening and taking notes to move conversations forward   
 - Being prepared to deliver activities  
  
  
  
Week 1 – Introduction & Learning

## Introduction

Welcome everyone to our first meeting! I am so glad to finally meet you. We will meet weekly until November 1st. I would first like to introduce myself. [INTRODUCE YOURSELF]

These sessions are completely virtual. We are asking that participants turn on the cameras and microphones. Remember, there are no wrong answers. As a moderator, I am here to support you, never to correct you. As a group, we should expect respect from each other at all times. Everyone is invited to share their thoughts and perspectives at any point.

For this week, the goal is to get to know the group, get comfortable talking to one another. We will do so through a couple icebreakers questions and then we will discuss your educational experiences, lifelong learning, and the role of education in your personal and professional development.

## Conversations Prompts

### **Beginner**

* What is your name? Where are you from?
* What department or Agency do you work for? What did you study?
* What do you like about your job/school?
* What school did you go to?
* What did you study in school?
* What is the best part about your job?
* What is your favorite subject? Why do you like it?
* Who was your best teacher? What did they do well?
* Do you have any siblings?

### **Intermediate**

* Why did you decide to learn English?
* How do you use English in your daily life?
* What are your hobbies and interests? How did you get interested in these hobbies?
* How do you prefer to learn new things? (e.g., reading, listening, doing)
* Can you describe a time when you faced a learning challenge and how you overcame it?
* What skills do you think are most important for lifelong learning?
* What do you like about your job?
* What are your career goals?
* Have you ever changed careers? Why?
* Have you ever lived in another country? Or another province?
* Have you ever stepped outside your comfort zone?
* What are the latest technological innovations that interest you?

### **Advanced**

* Describe a memorable experience that shaped who you are today.
* How did that experience influence your personal goals?
* What are your future goals, both personal and professional?
* How do you plan to achieve these goals?
* How has technology changed the way we learn today compared to the past?
* What role do you think education plays in shaping a person's future?
* How can the education system be improved to better prepare students for the workforce?
* Who is your favorite artist or musician and why?
* What is your favorite genre of film and why?
* What scientific discoveries excite you the most?
* What is the biggest lesson you have learned in life?
* If you could change one thing about the world, what would it be?

### Fun questions

* Have you ever traveled outside of your country?
* What is your favorite country to visit?
* What is your favorite thing about traveling?
* What is your favorite city in the world?
* What is your favorite movie or TV show?
* What is your favorite music genre?

**More fun questions are available at the end of this guide.**

## Additional Activities

* Show and Tell: Participants choose an item that represents their background or interests and talk about it.
* Role-Playing: Pretend to introduce yourself at a networking event, emphasizing different aspects of your background each time.

Wrap up

* Ask each participant to find a new word between each session as they will be invited to share their word at the next session, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).
* Inform participants that the discussion circle is ending. Thank everyone for participating.
* Invite them to continue practicing their second language and tell them you will see them next week.

# Week 2 – Professional Communication

## Introduction

Good to see you all! Today, we’re diving into the theme of professional communication. Effective communication is key in any workplace, whether you’re writing emails, making phone calls, or having face-to-face conversations. We’ll explore different scenarios and practice communicating clearly and professionally in English, helping you to build stronger relationships at work.

## Conversations Prompts

### **Beginner**

* How do you greet a colleague in the morning?
* How do you write a simple work email?
* Can you ask for help with a task?
* How do you apologize for being late to a meeting?
* How do you thank someone for their help?
* How do you say goodbye to a colleague at the end of the day?
* How do you greet someone in a professional setting?
* What do you say when you introduce yourself in a meeting?
* How do you ask for clarification if you don't understand something at work?

### **Intermediate**

* How do you request a meeting with your supervisor via email?
* How do you clarify instructions that were not clear to you?
* How would you respond to a complaint from a customer?
* How do you handle a disagreement with a colleague respectfully?
* How do you follow up on a project or task that was assigned to you?
* How would you diplomatically decline a colleague’s invitation to lunch?
* Can you explain how you would handle a disagreement with a colleague?
* How do you express your ideas clearly during a presentation?
* What is the best way to give constructive feedback to a team member?

### **Advanced**

* How do you address a misunderstanding in a professional email?
* How would you give constructive feedback to a team member?
* How do you communicate a sensitive issue to your manager?
* How do you navigate a difficult conversation with a client?
* How do you mediate a conflict between two colleagues?
* How do you effectively communicate complex ideas to a non-expert audience?
* How does effective communication contribute to the success of a project?
* What strategies do you use to communicate complex ideas to a diverse audience?
* How do cultural differences impact professional communication styles?
* How can non-verbal communication be as important as verbal communication in a professional setting?

### **Fun questions**

* How do you like to start a conversation with someone you don’t know?
* If you could choose any celebrity to deliver your next work presentation, who would it be?

**More fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).
* Telephone Conversation Practice: Set up a role-play activity where participants practice making and receiving professional phone calls. Give them specific situations to handle, like rescheduling a meeting or discussing a project update, and provide feedback on their communication style.

Wrap up

* Inform participants that the discussion circle is ending.
* Remind each participant to find their new word between each session as they will be invited to share their word during the next session, give a quick definition and use it in a sentence.
* Tell participants that the topic for next week is Team Collaboration.
* Thank everyone for participating. Invite them to continue practicing their second language and tell them you will see them next week.

# Week 3 – Team Collaboration

## Introduction

Welcome back! Our focus this week is on team collaboration. Working well in a team is essential in most workplaces, and today we’ll discuss how to share ideas, give feedback, and resolve conflicts within a team. Through our activities, you’ll get the chance to practice collaborating effectively in English, which is a great skill for any professional environment.

## Conversations Prompts

### **Beginner**

* How do you ask a teammate for help?
* How do you offer help to a colleague?
* How do you share your ideas in a team meeting?
* How do you thank a team member for their contribution?
* How do you introduce yourself to a new team member?
* How do you ask someone to repeat their idea?
* How do you work together with others on a project?
* What do you do if you disagree with a teammate?
* How do you share tasks in a team?

### **Intermediate**

* How do you ensure everyone’s voice is heard in a team meeting?
* How do you discuss dividing tasks among team members?
* How do you give credit to a team member for their work?
* How do you address a team member who is not contributing equally?
* How do you suggest a new approach to a team project?
* How do you handle a situation where you disagree with the team’s direction?
* Can you describe a time when your team achieved a goal together?
* What role do you usually take in a team, and why?
* How do you ensure everyone in the team has a chance to contribute?

### **Advanced**

* How do you facilitate a brainstorming session to generate new ideas?
* How would you resolve a conflict within your team about project priorities?
* How do you foster a collaborative environment in a remote team?
* How do you provide feedback on a team’s performance while maintaining morale?
* How do you lead a team through a challenging project deadline?
* How do you integrate feedback from multiple team members into a final project plan?
* How do you manage conflicts within a team to maintain collaboration?
* What strategies do you use to motivate your team members?
* How does teamwork in a multicultural environment differ from teamwork in a more homogenous group?
* How can technology enhance team collaboration, especially in remote settings?

**Fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).
* Collaborative Storytelling: Start a story related to a workplace situation (e.g., “The team was given a new project with a tight deadline…”). Pass the story around the group, with each participant adding a sentence or two in English. This helps practice listening and contributing to a group effort.

Wrap up

* Inform participants that the discussion circle is ending.
* Tell participants that the topic for next week is Time Management.
* Remind each participant to find their new word between before session as they will be invited to share their word during the next session, give a quick definition and use it in a sentence.
* Thank everyone for participating. Invite them to continue practicing their second language and tell them you will see them next week.

# Week 4 – Time Management

## Introduction

Hi everyone! Today’s theme is time management, a crucial skill for staying organized and meeting deadlines at work. We’ll talk about different strategies for managing your time effectively, such as setting priorities and avoiding distractions. You’ll also have the opportunity to share your own tips and practice discussing time management in English.

## Conversations Prompts

### **Beginner**

* How do you plan your day at work?
* How do you set priorities for your tasks?
* How do you ask for more time to complete a task?
* How do you make a to-do list?
* How do you remind yourself of important deadlines?
* How do you finish your work on time?

### **Intermediate**

* How do you manage your time when you have multiple tasks to complete?
* How do you avoid distractions at work?
* How do you deal with procrastination?
* How do you balance urgent tasks with important ones?
* How do you plan your week to meet all your deadlines?
* How do you handle unexpected interruptions in your workday?
* Can you describe a situation where you had to prioritize tasks to meet a deadline?
* What tools or methods do you use to manage your time effectively?
* How do you handle distractions that affect your productivity?

### **Advanced**

* How do you prioritize tasks when everything seems equally important?
* How do you delegate tasks to maximize productivity?
* How do you manage your time when working on long-term projects?
* How do you evaluate the effectiveness of your time management strategies?
* How do you handle a workload that exceeds your capacity?
* How do you optimize your work schedule for peak performance?
* How do you balance short-term tasks with long-term goals?
* What strategies can be used to prevent burnout while managing multiple responsibilities?
* How does effective time management contribute to career success?
* How can procrastination be addressed and overcome in a professional setting?

**Fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).

Wrap up

* Inform participants that the discussion circle is ending.
* Tell participants that the topic for next week is Networking & Socializing.
* Remind each participant to find their new word between before session as they will be invited to share their word during the next session, give a quick definition and use it in a sentence.
* Thank everyone for participating.
* Invite them to continue practicing their second language and tell them you will see them next week.

# Week 5 – Networking & Socializing

## Introduction

Good to see you all! This week’s theme is networking and socializing. Building professional relationships is important for career growth, and today we’ll explore how to introduce yourself, make small talk, and follow up with new contacts. We’ll practice these skills in English, which will help you feel more confident in networking situations.

## Conversations Prompts

### **Beginner**

* How do you introduce yourself at a work event?
* How do you ask someone about their job?
* How do you talk about your hobbies with a colleague?
* How do you ask for someone’s contact information?
* How do you compliment someone on their work?
* How do you say goodbye after a networking event?
* What do you say when you meet someone new at work?

### **Intermediate**

* How do you start a conversation with a stranger at a professional event?
* How do you follow up with someone you met at a networking event?
* How do you ask for advice from a more experienced colleague?
* Can you describe a time when networking helped you professionally?
* How do you talk about your career goals in a networking setting?
* What are some good ways to start a conversation at a networking event?
* How do you maintain relationships with professional contacts?
* How do you introduce two colleagues to each other?
* How do you make small talk with a new client or colleague?

### **Advanced**

* How do you build a long-term professional relationship with a contact?
* How do you navigate a difficult conversation during a networking event?
* How do you approach someone in a higher position for mentorship?
* How do you handle rejection or disinterest during a networking attempt?
* How do you expand your professional network strategically?
* How does effective networking contribute to career development?
* What are the challenges of networking in a virtual environment, and how can they be overcome?
* How can socializing outside of work impact professional relationships and opportunities?

**Fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).

Wrap up

* Inform participants that the discussion circle is ending.
* Tell participants that the topic for next week is Work-Life Balance.
* Remind each participant to find their new word between before session as they will be invited to share their word during the next session, give a quick definition and use it in a sentence.
* Thank everyone for participating. Invite them to continue practicing their second language and tell them you will see them next week.

# Week 6 – Work-Life Balance

## Introduction

Welcome back! This week, we’re focusing on work-life balance. It’s important to find a healthy balance between your work responsibilities and personal life. Today, we’ll discuss strategies for managing stress, setting boundaries, and making time for relaxation. You’ll also get to practice talking about these topics in English, which is useful for maintaining well-being in the workplace.

## Conversations Prompts

### **Beginner**

* How do you spend your weekends?
* How do you relax after a long day at work?
* How do you make time for your hobbies?
* How do you plan your holidays?
* How do you manage your time between work and personal life?
* How do you balance work and family time?
* What hobbies do you enjoy in your free time?
* How do you switch off from work when you’re at home?

### **Intermediate**

* How do you set boundaries between your work and personal life?
* How do you manage your time to ensure you have time for yourself?
* How do you handle stress from work at home?
* How do you plan your week to include time for relaxation?
* How do you communicate your work-life balance needs to your employer?
* How do you manage work responsibilities while maintaining your personal life?
* Can you describe a time when you struggled to balance work and personal life?
* What strategies do you use to avoid burnout?
* How do you prioritize your health and well-being while working?

### **Advanced**

* How do you prioritize your well-being while meeting work demands?
* How do you address work-life balance issues with your supervisor?
* How do you integrate self-care practices into your daily routine?
* How do you handle work-related stress in a healthy way?
* How do you mentor others on achieving work-life balance?
* How do you evaluate the effectiveness of your work-life balance strategies?
* How does work-life balance affect overall job satisfaction and productivity?
* What are some of the societal expectations that impact work-life balance in different cultures?
* How can companies support employees in achieving better work-life balance?
* How has the rise of remote work influenced the work-life balance of professionals?

**Fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).
* Stress Management Techniques Sharing: Ask participants to share their favorite stress management techniques.

Wrap up

* Inform participants that the discussion circle is ending.
* Tell participants that the topic for next week is Career Development.
* Remind each participant to find their new word between before session as they will be invited to share their word during the next session, give a quick definition and use it in a sentence.
* Thank everyone for participating.
* Invite them to continue practicing their second language and tell them you will see them next week.

# Week 7 – Career Development

## Introduction

Hi all! Today, we’ll be discussing career development. Planning and advancing your career involve setting goals, learning new skills, and seeking opportunities for growth. In this session, we’ll talk about how to create a career plan and discuss ways to achieve your professional goals in English. This will help you articulate your career aspirations more clearly.

## Conversations Prompts

### **Beginner**

* What job do you want to do in the future?
* How do you plan to improve your skills?
* How do you set goals for your career?
* How do you ask for feedback on your work?
* How do you talk about your achievements?
* How do you learn from your mistakes at work?
* What is your dream job?
* How do you plan to achieve your career goals?
* What skills do you want to learn for your future career?

### **Intermediate**

* How do you identify opportunities for career advancement?
* How do you create a plan for your career growth?
* How do you ask for a promotion or raise?
* How do you continue your education while working?
* How do you build a portfolio that showcases your skills?
* How do you network within your industry for career growth?
* Can you describe a career challenge you have faced and how you overcame it?
* How do you stay motivated to keep developing your career?
* What role does networking play in your career development?

### **Advanced**

* How do you align your career goals with your personal values?
* How do you negotiate for a better position or salary?
* How do you stay competitive in your field over the long term?
* How do you assess the risks and benefits of changing careers?
* How do you mentor others to help them develop their careers?
* How do you evaluate the success of your career development efforts?
* How do you assess opportunities for career growth within your current job?
* What are the key factors to consider when making a career transition?
* How do mentoring relationships influence career development?
* How can continuous learning and upskilling impact long-term career success?

**Fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).
* Goal-Setting Workshop: Facilitate a workshop where participants set short-term and long-term career goals. They can then discuss these goals, offering advice and encouragement in English.

Wrap up

* Inform participants that the discussion circle is ending.
* Tell participants that the topic for next week is Reflections & Future Goals.
* Remind each participant to find their new word between before session as they will be invited to share their word during the next session, give a quick definition and use it in a sentence.
* Thank everyone for participating.
* Invite them to continue practicing their second language and tell them you will see them next week.

# Week 8 – Reflections & Future Goals

## Introduction

Welcome to our final session! This week’s theme is Reflections and Future goals. We are going to reflect on your progress, share what you’ve learned, and set goals for the future. We’ll practice discussing these topics in English, which will help you navigate the future more confidently.

## Conversations Prompts

### **Beginner**

* What was your favorite topic we discussed during these 8 weeks?
* Why did you enjoy it?
* How has your confidence in speaking English improved?
* What helped you the most?
* What was the most important thing you learned during this initiative?
* How do you feel about your progress over the past 8 weeks?
* What is one goal you want to achieve next?

### **Intermediate**

* What challenges did you face in these sessions, and how did you overcome them?
* How will you continue to work on your language skills?
* What new words or phrases have you added to your vocabulary? How do you plan to use them in the future?
* Can you describe a challenge you faced and how it helped you grow?
* How have your goals changed since the start of this initiative?
* What steps will you take to continue improving after the program ends?

### **Advanced**

* How has this initiative impacted your overall language learning journey?
* What are your next steps in mastering English?
* Reflect on the importance of language practice in real-life situations.
* How will you create opportunities to practice in your daily life?
* How has this initiative influenced your personal and professional goals?
* What strategies will you use to maintain the progress you’ve made?
* How do your reflections on this program align with your long-term aspirations?
* How can you apply what you’ve learned in this initiative to future challenges and opportunities?

**Fun questions are available at the end of this guide.**

## Additional Activity

* New word of the week: ask each participant to share with the group their word of the week, give a quick definition and use it in a sentence.
  + For Intermediate and Advanced levels: get each participant to use the word of another participant in a sentence (not their own).
* Progress Reflection: Participants share a short reflection on their progress and what they’ve gained from the sessions.
* Goal Setting: Set personal language goals for the next 6 months and discuss strategies to achieve them.
* Final Celebration: Organize a small celebration to acknowledge everyone’s progress and commitment.
* Create a group chat on MS Teams to stay in touch after this final session.

Wrap up

* Inform participants that the discussion circle is ending.
* Thank everyone for participating in the sessions for the past 8 weeks.
* Invite them to continue practicing their second language and invite them to connect to continue discussions.

# Additional Fun Questions per Themes and per Levels

Week 1: Introduction and Learning

**Beginner**

1. If you could go back to school, which class would you attend just for fun?

2. What was your favorite childhood book, and why?

3. If you could learn any skill instantly, what would it be?

4. Who was your favorite teacher growing up?

5. What was the most exciting thing you ever learned in school?

6. If you could invent a new school subject, what would it be?

7. What’s the most creative way you’ve ever studied for a test?

8. What’s the funniest thing that ever happened to you in a classroom?

9. If school could start at any time of day, when would you choose?

10. Which fictional school would you love to attend?

**Intermediate**

1. If you could have any historical figure as your personal tutor, who would it be?

2. What’s one subject you think should be taught differently?

3. If you could attend any university in the world, where would you go?

4. What’s the most unusual place you’ve ever studied?

5. What’s your most memorable school trip?

6. If you could switch careers and become a teacher, what would you teach?

7. What’s the best piece of advice you’ve ever received about learning?

8. If you could learn any language in a day, which one would it be?

9. What’s your favorite educational TV show or documentary?

10. If you could create a learning app, what would it teach?

**Advanced**

1. If you could design a revolutionary new education system, what would it look like?

2. What’s the most important lesson life has taught you that school never did?

3. If you could spend a year learning from any expert in the world, who would it be?

4. What book has had the biggest impact on your education or worldview?

5. If you could erase one school subject from your past, which would it be?

6. What’s the biggest learning challenge you’ve ever faced?

7. If you could write a book on any topic, what would it be about?

8. How would you redesign exams to make them more fun and effective?

9. What’s the most surprising thing you’ve learned outside of formal education?

10. If you could organize a global learning event, what would the theme be?

Week 2: Professional Communication

**Beginner**

1. What’s the funniest email mistake you’ve ever made?

2. How would you describe your job to a five-year-old?

3. What’s the most creative way you’ve ever ended a professional email?

4. If you could use an emoji in a professional email, which one would it be?

5. What’s the most unusual way you’ve ever communicated with a colleague?

6. If you could create a new workplace greeting, what would it be?

7. What’s the best icebreaker you’ve ever used in a meeting?

8. If you had to give a presentation on any random topic, what would you choose?

9. What’s the funniest professional advice you’ve ever received?

10. How do you like to start a conversation with someone you don’t know?

**Intermediate**

1. If you could choose any celebrity to deliver your next work presentation, who would it be?

2. What’s the most interesting conversation you’ve had at work?

3. If you could swap jobs with anyone in your company for a day, who would it be?

4. What’s the strangest feedback you’ve ever received?

5. If you had to pitch a crazy idea to your boss, what would it be?

6. What’s the funniest miscommunication you’ve experienced at work?

7. If you could invent a new office slang word, what would it mean?

8. What’s the best opening line you’ve used in a work email?

9. If you had to use only three words to describe your communication style, what would they be?

10. What’s your go-to phrase when you need to sound professional?

**Advanced**

1. If you could create a professional communication rule everyone had to follow, what would it be?

2. What’s the most memorable presentation you’ve ever seen or given?

3. If you could change one thing about the way people communicate at work, what would it be?

4. What’s the best compliment you’ve received on your communication skills?

5. How would you deal with a work email that made absolutely no sense?

6. If you could replace emails with any other form of communication, what would you choose?

7. What’s the most creative way you’ve seen someone handle a difficult conversation?

8. How would you convince your boss to implement a no-meeting day every week?

9. What’s the most unusual topic you’ve ever discussed in a meeting?

10. If you had to deliver a TED Talk tomorrow, what would your topic be?

Week 3: Team Collaboration

**Beginner**

1. If your team was a sports team, what would your mascot be?

2. What’s the funniest team-building activity you’ve ever done?

3. If you could swap roles with anyone on your team for a day, who would it be?

4. What’s the best team lunch you’ve ever had?

5. If your team had a theme song, what would it be?

6. What’s the most interesting fact you’ve learned about a teammate?

7. If you could create a new holiday just for your team, what would you celebrate?

8. What’s the most fun project your team has ever worked on together?

9. If your team were to compete in a reality show, which one would it be?

10. What’s the best thing about working on a team?

**Intermediate**

1. If your team were a band, what would you name it?

2. What’s the most creative solution your team has come up with?

3. If you could choose one superpower for your team, what would it be?

4. What’s the most unusual skill someone on your team has?

5. If you had to organize a team-building trip anywhere in the world, where would you go?

6. What’s the funniest nickname someone on your team has earned?

7. How would your team handle a surprise deadline with only one hour to complete it?

8. If your team could have any fictional character as a member, who would it be?

9. What’s the most surprising thing your team has accomplished?

10. If your team could be known for one thing, what would it be?

**Advanced**

1. If your team had to invent a product together, what would it be?

2. What’s the most valuable lesson your team has learned from a failure?

3. If your team could solve one global problem, what would it be?

4. What’s the most innovative idea your team has ever come up with?

5. If you could design the perfect workspace for your team, what would it look like?

6. What’s the most challenging project your team has ever completed?

7. How would your team handle a major crisis on a Friday afternoon?

8. If your team could take on any project in the world, what would it be?

9. What’s the most important trait that makes your team successful?

10. How would your team reinvent the concept of teamwork?

Week 4: Time Management

**Beginner**

1. If you had an extra hour in your day, what would you do with it?

2. What’s the most unusual way you’ve ever kept track of time?

3. If you could only do one thing every morning, what would it be?

4. What’s your go-to activity when you need a quick break?

5. If you could freeze time for one hour, what would you do?

6. What’s the funniest excuse you’ve ever given for being late?

7. If you could delegate one task forever, what would it be?

8. What’s the most productive time of day for you?

9. If you had to spend an entire day doing nothing, how would you spend it?

10. What’s the most creative way you’ve ever scheduled your day?

**Intermediate**

1. If you could have a personal assistant for one task, what would it be?

2. What’s the most time-consuming task in your daily routine?

3. If you could travel back in time to change one decision, what would it be?

4. What’s the best time-saving hack you’ve discovered?

5. If you could clone yourself for one hour, what would you do?

6. What’s the funniest time management tip you’ve heard?

7. How would you spend a day with no deadlines or responsibilities?

8. What’s the most unusual time management tool you’ve tried?

9. If you could master one time management skill instantly, what would it be?

10. What’s the strangest way you’ve ever spent an unexpected free hour?

**Advanced**

1. If you could rewrite the concept of time management, what would you change?

2. What’s the biggest time-wasting habit you’ve ever broken?

3. How would you manage your time if you could work from anywhere in the world?

4. If you had to teach a time management class, what would be your first lesson?

5. What’s the most important time management principle you’ve learned?

6. If you could add one more hour to your week, how would you use it?

7. How would you handle a day with twice as many tasks as usual?

8. What’s the most effective time management strategy you’ve discovered?

9. If you could simplify one aspect of your life to save time, what would it be?

10. How would you manage your time differently if you knew you only had a month left to work?

Week 5: Networking and Socializing  
**Beginner**  
 1. What’s the most interesting fact you’ve learned about someone at a networking event?  
 2. If you could have coffee with anyone in the world, who would it be?  
 3. What’s the best compliment you’ve ever received from a stranger?  
 4. If you could attend any event in the world, what would it be?  
 5. What’s the funniest thing that ever happened to you while networking?  
 6. If you could trade jobs with someone you’ve met, whose job would you take?  
 7. What’s the most creative way you’ve ever introduced yourself?  
 8. If you could have a superpower for networking, what would it be?  
 9. What’s your favorite icebreaker question to ask at events?  
 10. If you could organize a networking event around any theme, what would it be?  
   
**Intermediate**  
 1. If you could invite three famous people to a dinner party, who would they be?  
 2. What’s the most memorable conversation you’ve had at a networking event?  
 3. If you could host a networking event in any location, where would it be?  
 4. What’s the most unusual topic you’ve discussed while networking?  
 5. If you could create a networking group for any hobby, what would it be?  
 6. What’s the funniest or most surprising connection you’ve made through networking?  
 7. If you could create an app to improve networking, what would it do?  
 8. What’s the best piece of advice you’ve received from a networking contact?  
 9. If you could network with anyone from history, who would it be?  
 10. What’s the most fun you’ve had at a professional event?  
   
**Advanced**  
 1. If you could create a global networking event, what would the theme be?  
 2. What’s the most valuable connection you’ve made through networking?  
 3. If you could reinvent the concept of networking, what would it look like?  
 4. What’s the most unique networking event you’ve ever attended?  
 5. If you could give a networking tip to your younger self, what would it be?  
 6. What’s the most innovative networking strategy you’ve used?  
 7. If you could create a networking event that breaks all the rules, what would it involve?  
 8. What’s the most impactful conversation you’ve had with a stranger?  
 9. If you could be remembered for one thing in your professional network, what would it be?  
 10. How would you use networking to solve a major global issue?

Week 6: Work-Life Balance  
 **Beginner**  
 1. If you could spend a day doing anything, what would you choose?  
 2. What’s the most relaxing thing you’ve done after work?  
 3. If you could have a day off every week, how would you spend it?  
 4. What’s your favorite way to unwind after a busy day?  
 5. If you could create a new holiday, what would it celebrate?  
 6. What’s the funniest way you’ve tried to balance work and life?  
 7. If you could take a year off work, what would you do?  
 8. What’s your favorite guilty pleasure when you need a break?  
 9. If you could live anywhere in the world and work remotely, where would it be?  
 10. What’s the most unexpected way you’ve found balance in your life?  
   
**Intermediate**  
 1. If you could design your perfect workday, what would it look like?  
 2. What’s the best work-life balance advice you’ve received?  
 3. If you could swap your current job for your dream job, would you do it?  
 4. What’s the most creative way you’ve found to relax after work?  
 5. If you could add one more hour to your day just for fun, what would you do?  
 6. What’s the funniest or most unusual work-life balance tip you’ve heard?  
 7. If you could take a week off every month, how would you spend it?  
 8. What’s the most unusual hobby you’ve picked up to relax?  
 9. If you could create a new tradition with your family or friends, what would it be?  
 10. What’s the most balanced day you’ve ever had?  
   
**Advanced**  
 1. If you could redesign your job to better fit your life, what would you change?  
 2. What’s the biggest work-life balance challenge you’ve overcome?  
 3. If you could set your own hours for work, what would your schedule be?  
 4. What’s the most effective way you’ve found to disconnect from work?  
 5. If you could travel anywhere to recharge, where would you go?  
 6. What’s the most unusual way you’ve found to combine work and fun?  
 7. If you could create a global movement for better work-life balance, what would it focus on?  
 8. What’s the most rewarding thing you’ve done for your work-life balance?  
 9. If you could give one piece of advice about work-life balance, what would it be?  
 10. How would you design a workplace that promotes perfect work-life balance?

Week 7: Career Development  
 **Beginner**  
 1. If you could have any job in the world, what would it be?  
 2. What’s the most exciting project you’ve ever worked on?  
 3. If you could have lunch with any successful person, who would it be?  
 4. What’s the funniest or most surprising job you’ve ever considered?  
 5. If you could be famous for one skill, what would it be?  
 6. What’s the most unusual job you’ve ever heard of?  
 7. If you could switch careers with anyone for a day, who would it be?  
 8. What’s your dream job, and why?  
 9. If you could get paid to do anything, what would it be?  
 10. What’s the best job advice you’ve ever received?  
   
**Intermediate**  
 1. If you could attend a workshop on any topic, what would it be?  
 2. What’s the most rewarding job you’ve ever had?  
 3. If you could create a new career path for yourself, what would it involve?  
 4. What’s the most unusual career goal you’ve set for yourself?  
 5. If you could take a year off to develop a new skill, what would you learn?  
 6. What’s the funniest or most unexpected career change you’ve considered?  
 7. If you could create a new industry, what would it focus on?  
 8. What’s the most interesting job offer you’ve ever received?  
 9. If you could mentor someone in your field, what would you teach them?  
 10. What’s the most fulfilling project you’ve worked on in your career?  
   
**Advanced**  
 1. If you could design the perfect career path, what would it look like?  
 2. What’s the most challenging career decision you’ve made?  
 3. If you could launch a startup tomorrow, what would it be about?  
 4. What’s the most important lesson you’ve learned in your career?  
 5. If you could write a book about your career journey, what would it be titled?  
 6. What’s the most surprising way your career has evolved?  
 7. If you could create a new role in your current company, what would it involve?  
 8. What’s the biggest risk you’ve taken in your career?  
 9. If you could take on a global project, what would it focus on?  
 10. How would you redesign your industry to better serve its professionals?

Week 8: Reflections and Future Goals  
**Beginner**  
 1. If you could relive any moment from the past 8 weeks, what would it be?  
 2. What’s the funniest or most surprising thing you’ve learned recently?  
 3. If you could set one fun goal for the next year, what would it be?  
 4. What’s the most enjoyable activity you’ve done during this initiative?  
 5. If you could share one piece of advice with yourself at the start of this program, what would it be?  
 6. What’s the most unexpected thing you’ve accomplished in the past 8 weeks?  
 7. If you could give a motivational speech to yourself, what would you say?  
 8. What’s the most fun goal you’ve set for the future?  
 9. If you could take on a new hobby next, what would it be?  
 10. What’s the most exciting thing you’re looking forward to in the next 8 weeks?  
   
**Intermediate**  
 1. If you could write a letter to yourself in 5 years, what would you say?  
 2. What’s the most surprising change you’ve noticed in yourself recently?  
 3. If you could set a wild goal for the next year, what would it be?  
 4. What’s the most fun milestone you’ve achieved during this initiative?  
 5. If you could create a new tradition for yourself, what would it involve?  
 6. What’s the most unexpected way you’ve grown in the past 8 weeks?  
 7. If you could mentor someone, what’s the most important lesson you’d share?  
 8. What’s the most interesting thing you’ve learned about yourself recently?  
 9. If you could create a personal motto for the future, what would it be?  
 10. What’s the most adventurous goal you’ve set for the next year?  
   
**Advanced**  
 1. If you could map out your ideal future, what would it look like?  
 2. What’s the biggest lesson you’ve learned from reflecting on the past 8 weeks?  
 3. If you could challenge yourself with one ambitious goal, what would it be?  
 4. What’s the most meaningful accomplishment you’ve achieved during this program?  
 5. If you could create a vision board for your future, what would it include?  
 6. What’s the most surprising insight you’ve gained from reflecting on your journey?  
 7. If you could design a life-changing project for the future, what would it involve?  
 8. What’s the most impactful decision you’ve made in the past 8 weeks?  
 9. If you could plan a significant change for the next year, what would it be?  
 10. How would you describe your future self in one word, and why?