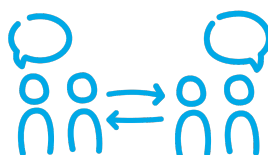


CLEAR THE AIR

Touch Base



Quality listening for check-ins and as preparation of discussions or dialogues in a larger group.

Enables	Self-reflection, clarifying your own position on a topic, building trust
Materials	None
Duration	12 min. without clarification of the question
Number of people	Working in pairs; the number of pairs is unlimited
Structure	Person A and person B are sitting opposite each other so that they're able to listen to one another attentively (even if one of them speaks a little more quietly). A or B take the role of the timekeeper.

Structure:

A. Choosing a topic

During the check-in you can ask questions such as:

“How are you feeling at work these days?”

“How are you doing right now?”

“What’s on your mind at the moment?”

To prepare for an exchange in a larger group in order to be able to express oneself afterwards more clearly and explicitly, for example:

“What moves you personally regarding ...?”

“What is important to you concerning ...?”

“How do you feel about ...?”

B. Three-minute talk

A asks B the question that you agreed upon and listens silently – with head and heart – for 3 minutes. A does not comment on what B says, not even nonverbally.

B answers the question to the best of their ability. The more the answer comes from the heart without devaluing others, the more trust can grow between them. It is, of course, each individual's responsibility to decide which response feels appropriate for the given moment and respective counterpart.

C. Two minutes to express the main points

When three minutes are up, A takes a few breaths before giving the gist (essential aspects) of what B is concerned about according to what A has understood.

A can choose different words and is allowed to guess what s/he believes to have understood between the lines. B gives a nonverbal feedback when A is talking to indicate if s/he feels understood, or adds/corrects something verbally if necessary.

D. Change

B asks, A talks and B repeats.

E. Two minutes of free exchange

Whatever still needs to be said between the two of them.