

What is Precision Q+A?

Precision Questioning and Answering (PQ+A) is a set of tools that creates content-driven workplace conversations that emphasize tightly aligned questions and answers.

Precision Q+A involves carefully crafted analytic questions, a concise format for answering analytic questions, and a means of matching questions and answers that helps people work together in smarter and more effective ways.

WHAT WILL YOU LEARN AT A PRECISION Q+A WORKSHOP?

Our fast-paced, interactive Precision Q+A workshop will teach you all the tools you need for content-driven workplace conversations that emphasize tightly aligned questions and answers. The workshop uses exercises based on participants' real work, so you apply every skill you learn in the workshop right away.

In the course you will:

- Learn the seven categories of analytic questions
- Master the format for basic answers to precise analytic questions
- Answer questions directly and concisely
- Test your thinking rigorously
- Communicate clearly to improve the efficiency of a discussion

WHY WOULD YOU WANT TO USE PRECISION Q+A?

People from all levels of an organization benefit from Precision Q+A when their work requires them to:

- Attack complex problems from new angles
- Ask questions that get straight to the heart of things
- Surface risky assumptions or evaluate hidden risk factors
- Clarify thinking, create focus, and deepen analysis
- Test thinking from colleagues, vendors, customers, or other stakeholders
- Quickly learn new things or understand new technical areas

MAKING PRECISION Q+A STICK

Our commitment to you and your organization is ongoing. We want Precision Q+A to be useful throughout your organization. We help ensure that Precision Q+A learning goes beyond the classroom experience with:

- Workshop practice that uses participants' real work, allowing real-time application of the skills
- Four skill-building exercises delivered via email each week for the month following the workshop
- Monthly skill sharpeners that keep Precision Q+A learning top-of-mind
- A library of skill sharpeners easily accessible via our website to foster life-long learning

WORKSHOP OUTLINE

In this one-day workshop, participants learn the core principles of PQ and how to apply these principles to their daily work. The workshop is interactive throughout and makes extensive use of video.

Topics include:

- Basic principles of Precision Questioning and Answering
- Learning the seven categories of Precise Questions
- Surfacing assumptions
- Rules of Precision Answering
- Practice applying PQ+A to participant's own work
- Strategies for using PQ+A after the workshop

"Where complexity is greatest you will find the smartest people using PQ to solve the most diffuse problems."

PRECISION Q+A WORKSHOP FACT SHEET



HOW DOES PRECISION Q+A IMPACT THE BOTTOM LINE?

Precision Q+A will impact the quality of communication in your organization, and thereby have real bottom-line consequences.

Precision Q+A used throughout an organization:

- increases efficiency in meetings and workplace discussions, saving time
- heightens critical thinking and levels of analysis, helping prevent mistakes and saving money and time on re-work
- bolsters people's use of inquiry in tough situations, helping them find innovative solutions to perplexing problems
- improves the effectiveness and clarity of workplace discussion, leading to higher quality work
- tightens the alignment of workplace discussions, resulting in fewer misunderstandings, missed deadlines, and schedule slips
- builds the level of analytic thinking in teams, freeing senior managers for more strategic focus

WHO SHOULD ATTEND PQ+A WORKSHOPS?

EXECUTIVES WHO:

- Want more dynamic communication about complex issues
- Strive to set high standards for evidence-based thinking

MANAGERS WHO:

- Want to drive more effective execution through their teams
- Require more precision in question and answer exchanges

EMPLOYEES WHO:

- Want to test their thinking rigorously before sharing it
- Desire heightened effectiveness, efficiency, and credibility in communication about complex workplace issues

INSTRUCTIONAL FORMATS TO OPTIMIZE YOUR VALUE

We offer several formats for you and your organization to optimize the delivery of Precision Q+A.

- A Vervago Master Instructor will meet with your decision makers to conduct a "Test-the-Value" workshop so you can see your investment at work prior to signing on for organization-wide delivery.
- Vervago Master Instructors can work with your teams to deliver high-quality, interactive learning experiences at your site.
- Vervago's Trainer Certification Program will send a Master Instructor to conduct a trainer certification session that consists of a PQ+A workshop followed immediately by a train-the-trainer workshop. An in-house trained Vervago Instructor in your organization means that you will save on instructor costs, minimize travel expenses, and optimize your scheduling.

HOW CAN I GET PQ+A INTO MY ORGANIZATION?

If you would like to schedule a "Test-the-Value" workshop, or find out more about PQ+A, please visit our web site at www.vervago.com, email us at info@vervago.com, or call us at +1-619-270-2375.

WHAT DO EXECUTIVES SAY ABOUT PQ+A?

"It's like we're a new team. A call that was once a rambling 15-minute discussion now takes us a minute or two."

CLARE DOLAN, VICE PRESIDENT,
ORACLE EDUCATION INITIATIVES

"The most valuable course a person can take."

TONY ALVAREZ, FORMER SENIOR VICE
PRESIDENT, CYPRESS SEMICONDUCTOR,
RESEARCH AND DEVELOPMENT

"Precision Q+A builds confidence. It helps employees be proactive rather than reactive."

DOUG MCKENNA, GENERAL MANAGER,
MICROSOFT, EXECUTIVE & MANAGEMENT
DEVELOPMENT

WHAT DO PARTICIPANTS SAY ABOUT PQ+A?

"Using PQ+A and asking a lot of follow-up questions, I was able to help my team unearth crucial assumptions. I can see a big difference in my thought process and the thought processes of others on my team."

CYPRESS SEMICONDUCTOR, INDIA

"I see this as a potential huge time saver in allowing us to cut to the chase on problem resolution and strategy implementation."

MICROSOFT, UNITED STATES

"After a while, it felt like we were on the same side, looking at the problem together."

DOOR INTERNATIONAL, TURKEY

"Precision Q+A creates a radical increase in productivity, a more efficient use of time. The team is totally different as a result of PQ+A training."

ORACLE, UNITED STATES

*"Precision Q+A is a highly effective way
to improve the efficiency of business
conversations."*