

Introductory questions

- Please tell me what do you want to discuss with me today?
- Please let me know what are you planning to do?

Scaling questions

- On a scale of 1-5, how would you rate your language skills

Active listening


- Active listening is mostly a kind of listening, with which you make yourself visible / understandable but not really audible. You express your empathy and understanding by non-verbal signs and body language, eye contact, nodding, short remarks like "uh-huh", "I see", "I get it" etc.

Warming-up

- Welcome! How are you today?
"Weather complaints"

Open vs. closed Questions

- Do you have any experience in this field? (closed)
- What do you think your new job should look like? (open)



Pool of
Methodology
Tools
(Questioning
and Listening)

Visualisation

- Lists, notes, matrices, To-Do lists, Scaling Questions, Options A B C, Life paths with turning points