

14 Tips on How to Lead a Group, Panel or Q & A Discussion

1. **Give 3 Statements in 5 minutes or Less.**
 - Example Statements: 1. “Think large blocks of time.” 2. “Make a list every day.” 3. “Have a filing system.”
2. **Keep questions targeted at everyone.**
 - Acknowledge the person and the question. Circle back with them later.
3. **Look for the general coaching principle inside of the question.**
4. **Leverage the power of vocal “un-huh’s”.**
 - Vocally use “un-huh’s” as cues.
 - Don’t give away the microphone.
5. **People will tend to get stuck in a vein and drill down into a topic.**
 - As the leader you might have to pull the conversation back up. Use wording like “Zoom back out with me”.
6. **Be aware that someone will most likely comment about the last person’s comment.**
 - Navigate by saying “Awesome, what other questions do you have”. As the leader remain in control of the conversation.
7. **Not everyone on your panel has to speak to everything.**
 - Pick and choose who is going to respond to what.
 - Plan and prepare ahead of time who on the panel is going to talk about what topic.
8. **If you are on a panel, repeating what someone else said doesn’t help anybody.**
 - If you don’t have anything to add in the discussion say, “I don’t have anything else to add.”
9. **Try not to ramble and repeat yourself.**
 - As the leader, you must take people through the Q and A.
10. **Contextualize your answers to where people are.**
 - Example: A church of 3,000 might do something different than a church of 300.
 - Look for the “General Coaching Principle”.
11. **If you don’t know something don’t pretend you do.**
 - Example: If you don’t know an answer a great response is, “*That is great question, I don’t know.*”
 - Do not open the floor for others to answer the question for you. Remain in your authority.

12. Keep your energy up.

- The room will rise and fall in person and online based upon your energy. The bigger the room the bigger energy.

13. You are the expert.

- Be confident not cocky. Humility and meekness are the goal.

14. If you know a name say it!

- Find out 2-3 people's names beforehand.
- Say People's Names. Include people's names within the q & a or discussion. People notice when you make it personal.