Team workshop facilitator deck: instructions

A slide-ready session for a team lead, manager or facilitator. It practices one move: share the fact only you hold, ask two questions of the people who hold the rest, then say the yes the facts support. It uses one worked case that you run with the room, then a paired practice round on a second case.

Fictional. Every case, person and workplace in this deck is fictional. Otto is a fictional AI; its replies are written for practice and are not a prediction of how any real AI product behaves. Draft for review: not a final product.

What is in the package

- **facilitator_deck_slides.pdf**: 12 slides, 16:9. Present it from any PDF viewer in full-screen mode.
- **This guide** (A4 or US Letter): a notes page for every slide (pages 5 to 16), a blank run sheet (page 3), a filled example (page 4), the pair pages (pages 17 and 18) and the participant handout (page 19).
- **facilitator_deck.md**: the slide text and notes as plain text, to paste into Google Slides or PowerPoint if you want to restyle the slides.

The hour at a glance

Minutes	What happens	Length (min)
0 to 5	Welcome, agenda and ground rules	5
5 to 13	The method: two questions	8
13 to 27	One worked case, together	14
27 to 45	Paired practice round	18
45 to 52	Debrief	7
52 to 57	The AI lens	5
57 to 60	Takeaway	3

Before the session (about 15 minutes)

- Print the pair pages (pages 17 and 18): one Asker page and one Client page per pair. Fold them or keep them face down.
- Print the handout (page 19): one per person. It stays with them; nothing is collected.
- Print the run sheet (page 3) for yourself. You fill in counts of pairs, never names.
- Open the slides on the room screen. The smallest slide text is 24 px at 1080p, so the back row can read it.
- Put the timer where you can see it. Write the two questions on the board before people arrive.

Who it is for

About 6 to 24 people in pairs, in a room or on a video call. Participants need no preparation and no experience with AI tools. For an odd number, make one trio: the third person listens and notes which fact changed the yes.

Variations, remote sessions and editing

The 45-minute version

Segment	60 min	45 min
Welcome, agenda, ground rules	5	4
The method	8	6
Worked case	14	10
Paired practice round	18	14
Debrief (facts, then questions)	7	5
The AI lens	5	4
Takeaway	3	2
Total	**60**	**45**

Practice round at 45 minutes (Pair up, read silently 2, Asker's half 1, Two questions 4, Write the yes 3, Compare with the next pair 2, One sentence each 2; 14 minutes in all). Show slides 5 and 6 together in the worked case, and keep only debrief questions 1, 3 and 4 (slide 10).

On a video call

- Share the slides. Use breakout rooms of two for the practice round and set a timer for the same marks.
- Send each pair page as a separate file. Please send each person only their own pair page.
- Bring everyone back to the main room for the facts slide and the debrief. Run the tally in the chat, counts only.

Editing the slides

The slides are a PDF. This studio's build has no PowerPoint library installed, so there is no .pptx; instead **facilitator_deck.md** holds every slide's text and notes in order. To restyle the deck: create a new presentation in Google Slides or PowerPoint, add one slide for each "Slide" heading in the Markdown file, and paste the text under it. The case lines (situation, questions, answers, plans) come from the practice cases; change your own wording freely, but keep the case lines as written so the arithmetic and the who-knows-what stay right.

Keep it clean

- The cases are fictional. Do not swap in a real colleague, client or incident.
- Nothing is scored, ranked or written down by name. Use the pages for practice, not for judging a person.
- Otto is a fictional AI. Its replies are written for the exercise and say nothing about any real product.

The free cases

The deck uses two of the eight free cases (C01 as the worked case, C05 for practice). Participants can play all eight on their own afterward; the address is on the takeaway slide and the handout.

Run sheet (blank)

Fill it in during the session. Record counts of pairs. Never write down what any one person said, and never a name.

Date	_____	**Team**	_____
Facilitator	_____	**Group**	_____
Version	_____ (check one: 60 minutes / 45 minutes)		

Timing: planned and actual

Planned (min)	Segment	Actual (min)
0 to 5	Welcome, agenda and ground rules	
5 to 13	The method: two questions	
13 to 27	One worked case, together	
27 to 45	Paired practice round	
45 to 52	Debrief	
52 to 57	The AI lens	
57 to 60	Takeaway	

Tally after the practice round (slide 9)

The pair's yes	Pairs
Kept the 10:00 handoff and named the open QA work	
Needed a change first (for example, moved the handoff)	
Cut something, or asked someone to stretch	

Total pairs:

Takeaway lines (slide 12)

One fact that changed a choice today:

_____

One process question to take back:

_____

One small change to test next meeting:

_____

Notes for next time

_____

_____

_____

Filled example run sheet (fictional)

Fictional example. This sheet is filled with invented numbers to show how to use it. It is not a result from any real session. Counts of pairs, no names.

Date	*2026-10-14 (example)*	**Team**	*Example team, fictional*
Facilitator	*Example facilitator*	**Group**	*10 people, 5 pairs*
Version	*60 minutes* (check one: 60 minutes / 45 minutes)		

Timing: planned and actual

Planned (min)	Segment	Actual (min)
0 to 5	Welcome, agenda and ground rules	*00 to 05*
5 to 13	The method: two questions	*05 to 14*
13 to 27	One worked case, together	*14 to 28*
27 to 45	Paired practice round	*28 to 46*
45 to 52	Debrief	*46 to 52*
52 to 57	The AI lens	*52 to 57*
57 to 60	Takeaway	*57 to 60*

Tally after the practice round (slide 9)

The pair's yes	Pairs
Kept the 10:00 handoff and named the open QA work	*3*
Needed a change first (for example, moved the handoff)	*1*
Cut something, or asked someone to stretch	*1*

Total pairs: *5*

Takeaway lines (slide 12)

One fact that changed a choice today: *The client's QA reviewer is free only after 14:00.*

One process question to take back: *Who can approve this change, and how will we know?*

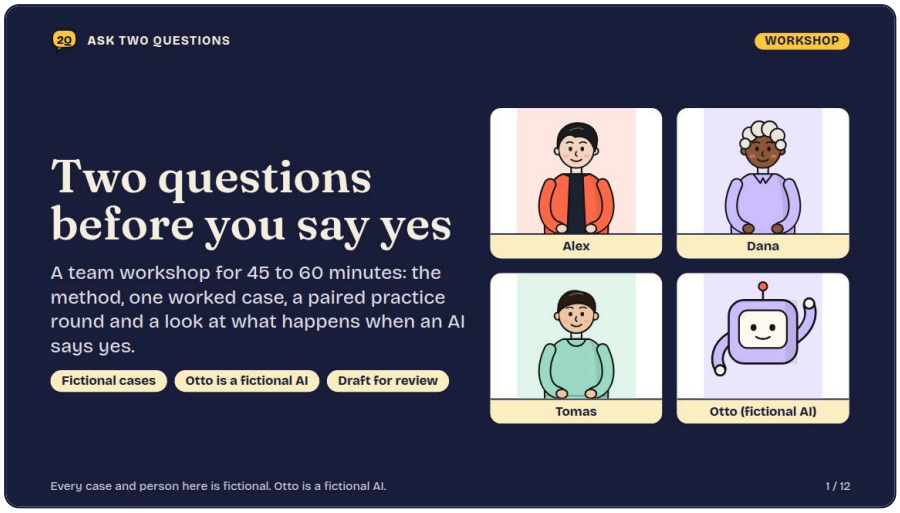
One small change to test next meeting: *Ask 'who decides?' at the start of the next planning meeting.*

Notes for next time

Ran 1 minute late in the worked case and made it up in the debrief (6 of 7 minutes). Two pairs wanted more time on the compare step.

Slide 1 of 12: Two questions before you say yes

Clock: minutes 0 to 3 (3 min) | **Slide:** Workshop



Say

"Welcome. For the next 60 minutes we practice one move on fictional cases. Nothing here is scored, and nothing we say is about anyone in this room."

"The people on this slide are the characters from the practice cases. Alex, Dana and Tomas are colleagues. Otto is a fictional AI assistant."

Do

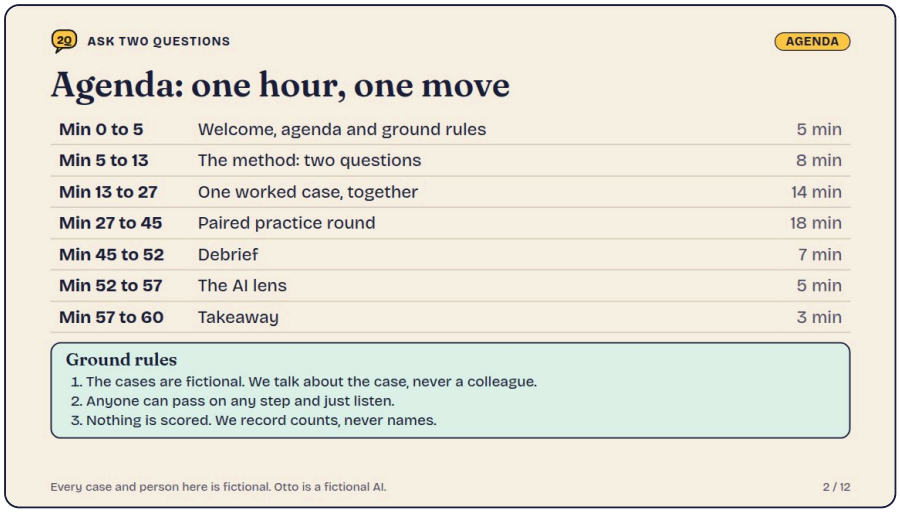
- Have this slide up as people arrive. Timer visible.
- Check that the pair pages are printed and face down (pages 17 and 18 of the guide, one of each per pair).
- Say your name and the length of the session, then move on. Two minutes at most.

Watch for

- If someone asks whether this is a test: it is practice, nobody is scored and no one's answers are recorded by name.

Slide 2 of 12: Agenda

Clock: minutes 3 to 5 (2 min) | **Slide:** Agenda



Say

"Here is the hour: a short method, one case we do together, a pair practice round, a debrief, then one look at what happens when an AI says yes."

"Three ground rules. One: the cases are fictional, so we talk about the case, never a colleague. Two: you can pass on any step and just listen. Three: I will not write down what any one person says. At the end we record what the room noticed, in counts, with no names."

Do

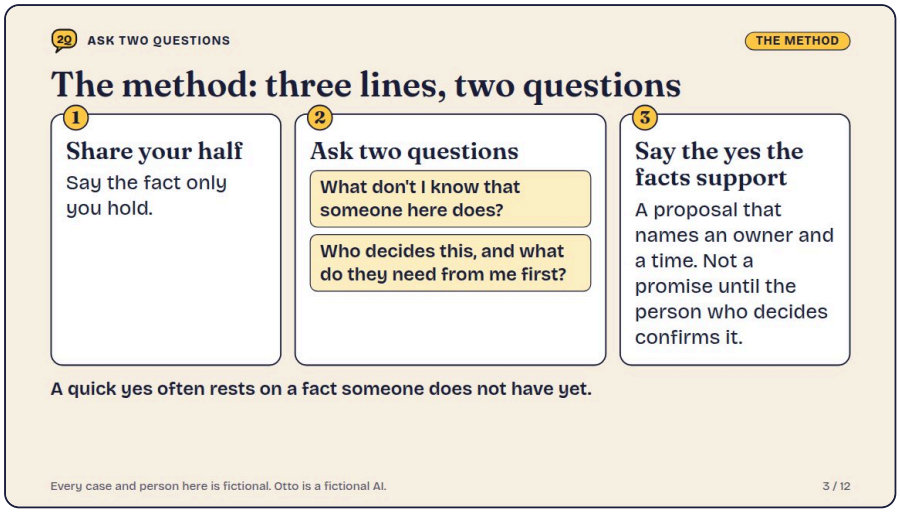
- Read the three rules aloud. They are on the slide and on the handout.
- Point at the timer and say when the practice round starts (minute 27).

Watch for

- If the group includes a manager and their reports, say plainly that nothing in the session is used to judge or rank anyone.

Slide 3 of 12: The method: two questions

Clock: minutes 5 to 13 (8 min) | **Slide:** The method



Say

"Many quick yeses rest on a fact someone does not have yet. The method is three lines."

"One: share your half. Say the fact only you hold. Two: ask two questions of the people who hold the rest. Three: say the yes the facts support, as a proposal that names an owner and a time. It is not a promise until the person who decides confirms it."

Do

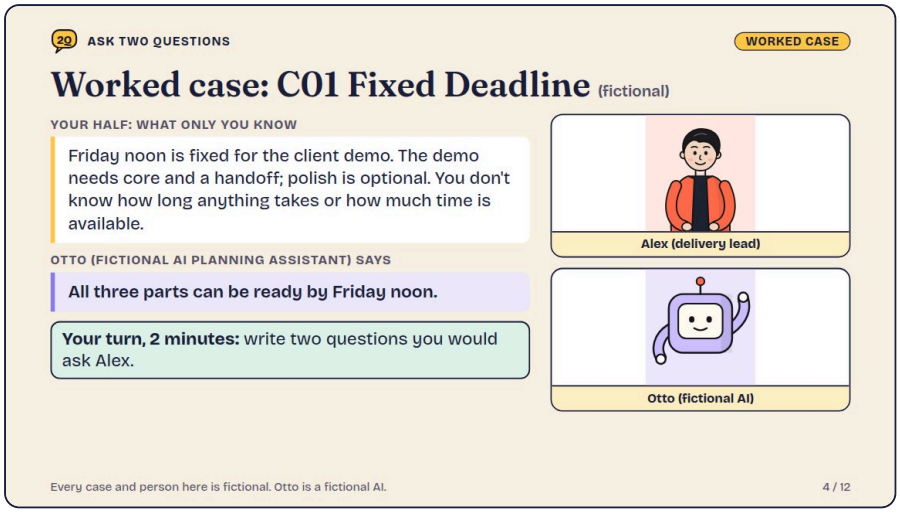
- Read the three lines. Write the two questions on the board.
- Ask the room for a general example of a fact that someone else held and you lacked. One minute, no names, no real colleagues.
- Explain 'who decides': it can be a person or a role. If you do not know who it is, that is the first thing to find out.

Watch for

- People may treat the two questions as a script. Say: make them specific to the case in front of you.
- Keep this to 8 minutes; the case does the teaching.

Slide 4 of 12: Worked case: the situation

Clock: minutes 13 to 18 (5 min) | **Slide:** Worked case



Say

"This is a fictional case. You are preparing a client demo. Read the situation on the slide. Otto, our fictional AI planning assistant, has just told you all three parts can be ready by Friday noon."

"Alex, the delivery lead, is the person you can ask. I will play Alex. Alex answers only with the words on the next slide. If you ask something that is not there, Alex says: I don't have that."

Do

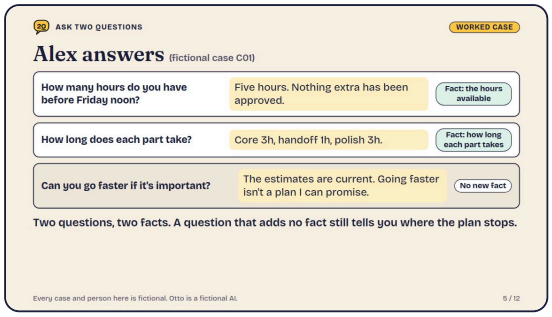
- Read the situation aloud. Do not reveal the next slide.
- In pairs, two minutes: write two questions you would ask Alex.
- Take three or four questions from the room and write them on the board.

Watch for

- Keep the answers back until the room has committed to its questions.
- The full set of Alex's answers is in the table on the next notes page.

Slide 5 of 12: Worked case: two questions

Clock: minutes 18 to 23 (5 min) | **Slide:** Worked case



Say

"Here is what Alex says. The first two questions each surface a fact you did not have: the hours available, and how long each part takes."

"The third question, can you go faster, adds no fact. It is a natural thing to ask. It gets you an estimate that is still current, and no plan."

Do

- Show the slide. Read Alex's answers in the words shown.
- Ask: which questions added a fact, and which did not? Take two answers.
- If the room asked a question that is not on the slide, answer from the table on this page, or say: I don't have that.

Watch for

- Do not improvise facts for Alex: no helper, no extra hour, no new date. If it is not in the table, Alex does not have it.

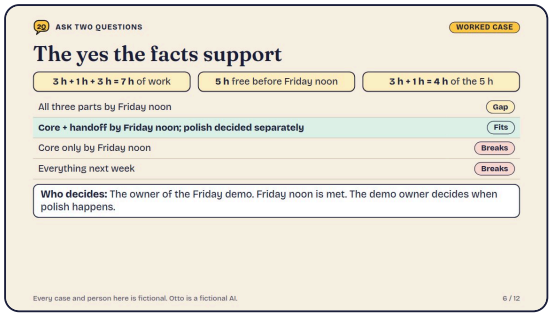
Alex's answers (all five, in these words)

If asked	Alex says
How many hours do you have before Friday noon?	Five hours. Nothing extra has been approved.
How long does each part take?	Core 3h, handoff 1h, polish 3h.
Can you go faster if it's important?	The estimates are current. Going faster isn't a plan I can promise.
Is anyone else able to help?	No one has been assigned or approved to help.
What do you need from me?	Which parts must be ready for Friday. (You already know that: it's your half.)

Anything else: *I don't have that.*

Slide 6 of 12: Worked case: the yes the facts support

Clock: minutes 23 to 27 (4 min) | **Slide:** Worked case



Say

"Now the arithmetic. The three parts take 3 hours, 1 hour and 3 hours, 7 hours in all. Only 5 hours are free before Friday noon. Core plus handoff is 4 of the 5."

"So the yes the facts support keeps Friday noon and delivers core plus handoff, and leaves the polish as a separate decision. That decision belongs to the owner of the Friday demo, not to us."

Do

- Before you reveal the plans, ask the room to say their yes in one sentence and who decides.
- Then reveal. Read the four plans and their verdicts.
- Say it again: the yes is a proposal until the owner confirms it.

Watch for

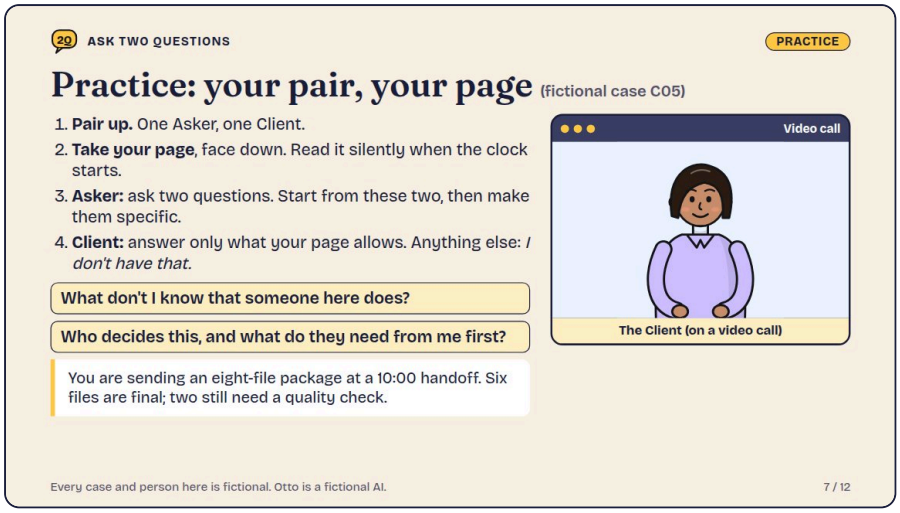
- Someone will say 'work the extra two hours'. Ask: who approved them, and are they actually free? That is the second question again.

The four plans (C01, in these words)

Plan	Verdict	Why
All three parts by Friday noon	**Gap**	3 + 1 + 3 = 7h against 5h. It only works if two extra hours are approved AND actually free.
Core + handoff by Friday noon; polish decided separately	**Fits**	Core 3h + handoff 1h = 4h of 5h. Friday noon is met. The demo owner decides when polish happens.
Core only by Friday noon	**Breaks**	The demo needs the handoff too. Cutting it isn't your decision.
Everything next week	**Breaks**	Friday noon is fixed. Only the date owner could authorize a change.

Slide 7 of 12: Practice round: your pair and your page

Clock: minutes 27 to 29 (2 min) | **Slide:** Practice



Say

"Now you practice, in pairs. One of you is the Asker, one is the Client. Each of you has a page with facts the other does not have. Keep it face down until I say read."

"Asker: you will ask the Client two questions. Client: answer only what your page allows, in the words on the page. Anything else, you say: I don't have that."

Do

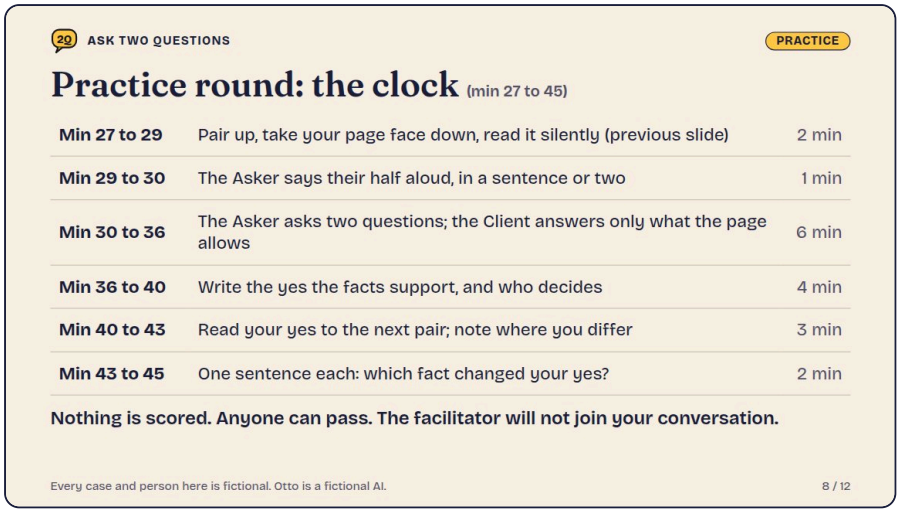
- Hand out one Asker page and one Client page per pair (guide pages 17 and 18). Pages stay face down.
- For an odd number, make one trio: the third person listens and notes which fact changed the yes. No names.
- When everyone has a page, say 'read' and start the clock at minute 27.

Watch for

- Check the Client page is not visible to the Asker.
- For a remote session: send each person only their own page as a separate file.

Slide 8 of 12: Practice round: the clock

Clock: minutes 29 to 45 (16 min) | **Slide:** Practice



2Q ASK TWO QUESTIONS

PRACTICE

Practice round: the clock (min 27 to 45)

Min 27 to 29	Pair up, take your page face down, read it silently (previous slide)	2 min
Min 29 to 30	The Asker says their half aloud, in a sentence or two	1 min
Min 30 to 36	The Asker asks two questions; the Client answers only what the page allows	6 min
Min 36 to 40	Write the yes the facts support, and who decides	4 min
Min 40 to 43	Read your yes to the next pair; note where you differ	3 min
Min 43 to 45	One sentence each: which fact changed your yes?	2 min

Nothing is scored. Anyone can pass. The facilitator will not join your conversation.

Every case and person here is fictional. Otto is a fictional AI.

8 / 12

Say

"The clock is on the slide. I will call each mark. I will walk the room and I will not join your conversations, except to ask: what don't you know that someone here does?"

Do

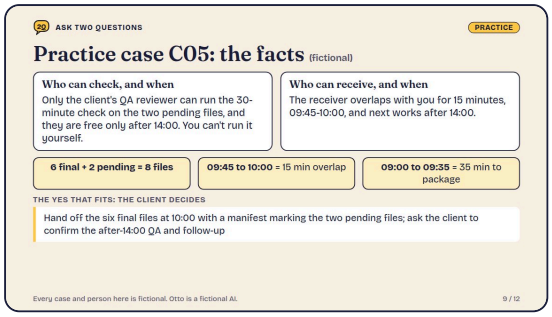
- Leave this slide up for the whole round, 16 minutes. Start the timer.
- Call each mark aloud: 30, 36, 40, 43, 45.
- Walk the room. If a pair is stuck, the first question alone is enough to start. If a pair finishes early, ask them to swap the two questions for two different ones and see which facts they would have missed.

Watch for

- Do not read out the Client's facts. The reveal is the next slide.
- Anyone can pass. Do not press a quiet pair to speak.

Slide 9 of 12: Practice round: the facts

Clock: minutes 45 to 47 (2 min) | **Slide:** Practice



Say

"Here are the facts of the practice case. Eight files go out at 10:00. Six are final and two are pending: 6 + 2 = 8. The two pending files need a 30-minute check that only the client's QA reviewer can do, and the reviewer is free only after 14:00."

"The receiver overlaps with the sender from 09:45 to 10:00, 15 minutes, and next works after 14:00. The sender has 09:00 to 09:35, 35 minutes, to package it. The client decides."

Do

- Read the facts. Then show the plan that fits and ask each pair whether their yes matches, differs, or needed a change first.
- Tally by pair on the run sheet: kept the 10:00 handoff and named the open QA work; needed a change first; cut something or asked someone to stretch. Counts only, no names.
- Optional replay if time allows (guide notes): one condition changes and the plan changes.

Watch for

- Most yeses will differ in wording. Ask whether the yes names an owner and a time, not whether it matches this plan word for word.

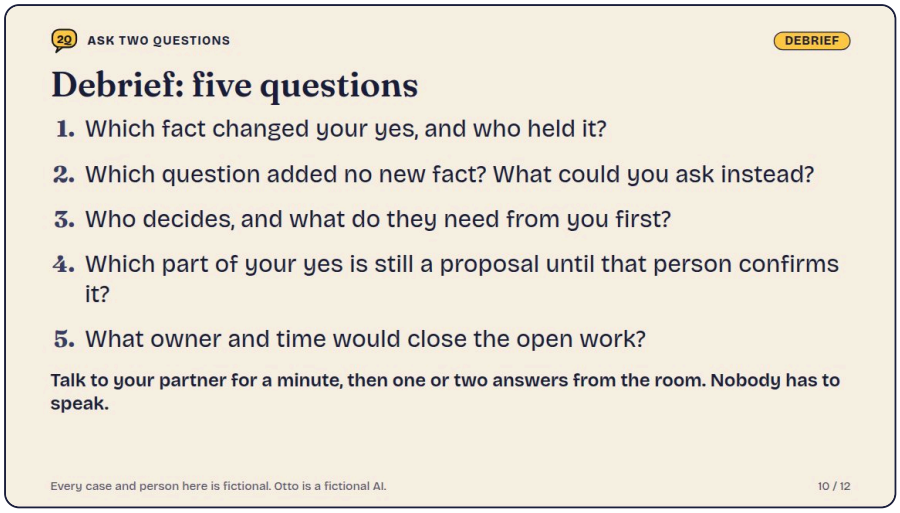
The four plans (C05, in these words)

Plan	Verdict	Why
Run the quality check yourself in your 35 minutes, then hand off all eight at 10:00	**Breaks**	Only the client's QA reviewer can do that check. Your 35 minutes are for packaging and the manifest, and changing the QA owner needs the client's authorization.
Hand off the six final files at 10:00 with a manifest marking the two pending files; ask the client to confirm the after-14:00 QA and follow-up	**Fits**	Six final files move inside the 09:45-10:00 overlap, with the two pending files labeled. Their 30-minute check waits for the client's QA reviewer after 14:00, and the receiver's after-14:00 window stays a proposal until the client confirms it.
Move the whole handoff to after 14:00, when the QA reviewer and the receiver are both available	**Needs a decision**	It could work, but it moves the agreed 10:00 handoff and leaves six usable files untransferred. Only the client can approve that.
Hand off all eight at 10:00 and ask the receiver to stay late for the last two	**Breaks**	You can't extend the receiver's day, and the two files still need the client's QA reviewer, who is free only after 14:00.

Optional replay: The receiver's after-14:00 window is no longer available. Everything else stays the same. Plan 2 becomes "Needs a decision": The six final files still move at 10:00 with the manifest. But no one can now receive the two pending files after their QA: ask the client to name a receiver who can accept them later.

Slide 10 of 12: Debrief questions

Clock: minutes 47 to 52 (5 min) | **Slide:** Debrief



Say

"Five questions. Talk to your partner for a minute on each, then I will take one or two answers from the room. Nobody has to speak."

Do

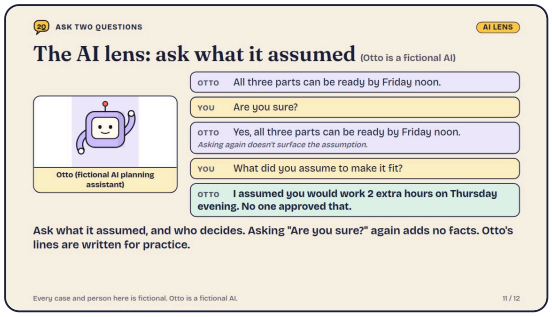
- Show the slide. Take one question at a time, about a minute each.
- Write one fact that changed a choice today on the board, without a name.

Watch for

- If time is short, keep questions 1, 3 and 4.
- Keep the debrief on the case and the method. If someone brings a real colleague into it, steer back to the case.

Slide 11 of 12: The AI lens: ask what it assumed

Clock: minutes 52 to 57 (5 min) | **Slide:** AI lens



Say

"One more thing to notice. Otto opens with a confident yes: all three parts can be ready by Friday noon. If you ask Otto, are you sure, it says yes again. Asking again does not add a fact."

"Ask what it assumed to make it fit, and it tells you: two extra hours on Thursday evening, and no one approved that. The useful question is the same one we practiced: what did you assume, and who decides?"

"Otto is a fictional AI. Its replies are written for this exercise. This is not a prediction about any real AI product."

Do

- Ask two volunteers to read the questions aloud while you read Otto's lines from the slide.
- Ask: what did the second answer give you that the first did not?
- Link it back: the same two questions work on an AI's yes and on a person's.

Watch for

- Do not generalize about real AI tools. The point is about any confident yes, human or automated.

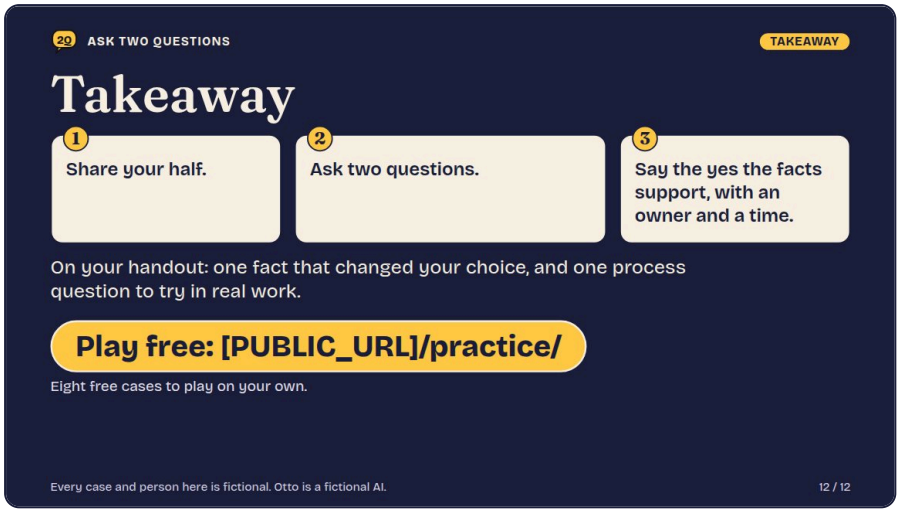
Otto's answers (all five, in these words)

If asked	Otto says
How long does each part take?	Core 3h, handoff 1h, polish 3h.
What total time did you estimate, and what time is available?	Estimated 7h: core 3h, handoff 1h, polish 3h. Your calendar shows 5h free before Friday noon.
Are you sure?	Yes, all three parts can be ready by Friday noon. (Asking again doesn't surface the assumption.)
What did you assume to make it fit?	I assumed you would work 2 extra hours on Thursday evening. No one approved that.
Can you do the polish yourself?	I can draft slide changes, but someone still has to review and present them. That time isn't in the plan.

Opening line: "All three parts can be ready by Friday noon." Otto is a fictional AI.

Slide 12 of 12: Takeaway

Clock: minutes 57 to 60 (3 min) | **Slide:** Takeaway



Say

"Three things to take away. Share your half. Ask two questions. Say the yes the facts support, with an owner and a time."

"On your handout, write one fact that changed your choice today, and one process question you will try in real work. Keep the handout or toss it; nobody collects it."

"If you want to practice alone, the same free cases are on the page shown on the slide."

Do

- Give people two minutes to write the two lines.
- Fill in the aggregate counts on the run sheet, with no names.
- Close on time. Say thank you.

Watch for

- Do not ask people to share what they wrote. It is theirs.

C05 pair page: the Asker

Private. Give this page to one person. Read it silently. Do not show it to your partner or read it aloud. Fictional case; the people in it are fictional.

Your half: what only you know

You are sending an eight-file package at a 10:00 handoff. Six files are final; two still need a quality check. You have 35 focused minutes, 09:00-09:35, to package it. You don't know who can run the check or when, or how much time the receiver has.

Who is in your pair

- **The Client (on a video call).** The person you can ask.

Your job in the round

1. Share your half with the Client in a sentence or two.
2. Ask the Client two questions. Start from these, then make them specific to the case: **What don't I know that someone here does? Who decides this, and what do they need from me first?**
3. Say aloud what the facts now show.
4. Write, on your handout, the yes the facts support and who decides. A proposal, not a promise, until that person confirms it.

You may ask more than two questions if time allows. Anyone can pass.

Your notes

C05 pair page: the Client (on a video call)

Private. Give this page to one person. Read it silently. Do not show it to your partner or read it aloud. Fictional case; the people in it are fictional.

The facts you hold (the Asker does not have them)

- Only the client's QA reviewer can run the 30-minute check on the two pending files, and they are free only after 14:00. You can't run it yourself.
- The receiver overlaps with you for 15 minutes, 09:45-10:00, and next works after 14:00.

Answer only what you are asked, in these words

If the Asker asks	You say
Can I run the quality check myself to save time?	That check isn't the sender's to run. Changing that would be my decision.
Who can check the two pending files, and when?	Only our QA reviewer. It takes about 30 minutes, and they're free only after 14:00.
Can you give me more time this morning?	The handoff is at 10:00. Moving it would be a separate decision.
When can the receiver actually take the files?	They overlap with you for 15 minutes, 09:45 to 10:00, and next work after 14:00.
Can the receiver stay late to take the last two?	I won't ask them to extend their day.

Anything else

Say: **"I don't have that."** Do not invent a helper, an extra hour, a rule or an authority that this page does not give you.

Your notes

Two questions before you say yes: your handout

You keep this page. Nobody collects it and nothing on it is scored. The cases are fictional, and Otto is a fictional AI.

The move, in three lines

1. **Share your half.** Say the fact only you hold.
2. **Ask two questions** of the people who hold the rest: *What don't I know that someone here does?* and *Who decides this, and what do they need from me first?*
3. **Say the yes the facts support.** A proposal that names an owner and a time, not a promise, until the person who decides confirms it.

If an AI says yes

Ask what it assumed to make it fit, and whether it can decide this or a person does. Asking "Are you sure?" again does not add facts.

Worked case, C01 Fixed Deadline

Our yes, and who decides:

_____

_____

Practice case, C05 An eight-file package

Our yes, and who decides:

_____

_____

Take away

One fact that changed my choice:

_____

One process question I will try in real work:

_____

Play the same free cases again on your own:

Play free: [PUBLIC_URL]/practice/