

[Project Name]

Focus Group Moderator Guide

[Tip: look for square brackets to update this template with your content]

Date: _____

Moderator: _____

Focus Group Details

[Include details of the focus group to reference.]

[Example:

- Focus groups will be [1-1.5 hours] in length
- The number of the participants will be between [4 - 8 people] in each group
- The moderator will facilitate the discussion, not lead it
- Focus groups will be audio recorded and transcribed afterward
- Findings will be included in an evaluation report delivered to [Organization]

Sample Focus Group Guide

Thomas L. Greenbaum

Sample Focus Group Guide:

The Focus Group Guidebook David L. Morgan, Richard A. Krueger, Jean A. King, 1998 The Focus Group Guide book is part of the six volume Focus Group Kit which offers the information needed to conduct a state of the art focus group from the initial planning stages through to analysing and reporting the data

The Fieldstone Alliance Nonprofit Guide to Conducting Successful Focus Groups Judith Sharpen Simon, Amherst H. Wilder Foundation, 1999-01-15 Practical and easy to use Conducting Successful Focus Groups gives you the practical guidance to do focus groups using little more than staff or volunteer time and the cost of refreshments. In ten easy to follow steps you'll learn how to plan and conduct focus groups and most importantly how to put the results into action. 1. Create a focused purpose statement. 2. Set up a realistic timeline. 3. Decide who and how many participants to invite. 4. Generate questions that'll get the information you need. 5. Write a focus group script. 6. Choose a facilitator. 7. Find a location that puts people at ease. 8. Run the focus group. 9. Put the results into action. Each step is followed by a task statement that sums up what you need to do before moving on. Examples, worksheets, answers to frequently asked questions and an annotated bibliography make the job even easier. People feel flattered when you ask for their opinions in fact most love to tell you what they think. With Conducting Successful Focus Groups you'll have the tools to use focus groups effectively and make better informed plans

Understanding Focus Group Discussions Monique M. Hennink, 2014 This volume guides readers on practical and theoretical considerations in conducting focus group research. Separate chapters are devoted to writing focus group methods and presenting findings. Strategies for assessing the quality of focus group research are included and case study examples of field research are provided throughout

The Focus Group Research Handbook Holly Edmunds, 2000-05-22 The Focus Group Research Handbook is a comprehensive guide to contracting with a market research vendor to create a customized focus group study for your business or organization. Author Holly Edmunds thoroughly explains and simplifies the methodology of focus group studies and comprehensively outlines the steps you'll need to follow to implement and then analyze focus group research. From designing research vendor questionnaires to selecting an effective moderator from analyzing results to turning those results into workplace gains this book will provide you with all the tools and tips you'll need to simplify the focus group process.

Focus Groups Richard A. Krueger, Mary Anne Casey, 2009 The Fourth Edition of the bestselling Focus Groups: A Practical Guide for Applied Research offers an easy to ready overview of sound focus group practices. Authors Richard A. Krueger and Mary Anne Casey describe how one can set up and conduct quality and effective focus group interviews. The process depicted is unbiased, non-judgmental and is respectful of all views. It is a deliberate and systematic way of listening that is helpful to public and private organizations as they listen to stakeholders, customers and employees. This book cuts through the theory and gives hand on advice to those who are seeking to actually conduct a focus group. It is most helpful for conducting focus groups for research or evaluation with public non-profit educational, health, human service and religious organizations. Key

Features Offers the latest on telephone and Internet focus groups Provides suggested focus group questions that help students construct quality questions that engage participants and produce dependable and valid results Gives solid information on organizational focus groups Presents ways on how to recruit participants to the focus group Contains a number of practical tips that actually work It is written for the person who has to plan recruit develop questions moderate analyze and report the results Incorporates icons throughout the book that offer tips examples additional resources and others bits of practical information Intended Audience This book is appropriate for a variety of research methods and evaluation courses in departments such as education sociology political science journalism business marketing public administration and public health *The Practical Handbook and Guide to Focus Group Research* Thomas L.

Greenbaum,1988 Program Evaluation in School Counseling Michael S. Trevisan,John C. Carey,2020-02-28 Program Evaluation in School Counseling is the first book on program evaluation that looks to the field and literature of program evaluation and then relates methods procedures and practices back to the practice of school counseling Written by two accomplished authors who teamed up to build evaluation capacity among school and school based counselors internationally the book highlights their interdisciplinary work covering many years and several continents Based on the authors model for teaching program evaluation and their research on school counselor competence in program evaluation this concise clear and practical guide supports the continuing professional development of school counselors through training workshops and self study This book addresses the program evaluation knowledge skills and understandings that school based counselors are expected to use in line with the CACREP 2016 Standards The book is intended as a companion text for university courses in research methods and or in the organization and administration of counseling services It is also appropriate as a self study guide to help practicing school counselors develop expertise in evaluation Focus Groups Gloria E. Bader,Catherine A. Rossi,1998

Advocating for English Learners Diane Staehr Fenner,2013-09-11 Embrace the future by ensuring English Learners have a voice in school English Learners ELs are the fastest growing segment of the K 12 population But ELs and their families who are in the process of learning English and navigating an often unfamiliar education system may not have a powerful enough voice to articulate their needs Consequently all teachers and administrators must advocate for this all important diverse group of students who will become tomorrow s workforce This book demystifies the techniques of advocacy for ELs including A shared sense of responsibility for EL success Providing tools that every educator can use to ensure that ELs are effectively served An overview for administrators Influencing policy and fostering a culture that meets EL needs Advocacy for ELs success beyond Grade 12 Equipping ELs for life after graduation from higher education to career decisions ELs will continue to grow in number and leaving them and their families voiceless is simply not an option No educator can miss this essential book In many ways the history of American Education is the history of a quest for equality Dr Staehr Fenner lends a human face to the experience of English Learners and encourages us to think in terms of what attributes ELs

bring to their learning experience and how others can benefit from their presence in the classroom This book is a promising uplifting and much needed call for action Rosa Aronson Executive Director TESOL International Association Alexandria VA On line book study available now Author Staehr Fenner s company SupportEd has created an on demand LMS book study for readers of Advocating for English Learners A Guide for Educators The self paced book study works around your schedule and when you re done you ll earn a certificate for 20 hours of PD SupportEd can also customize the book study for specific district timelines cohorts and or needs upon request Developing Questions for Focus Groups David L. Morgan, Richard A. Krueger, Jean A. King, 1998 Asking the right questions is critical in focus group interviewing This book describes a practical process for identifying powerful themes and then offers an easy to understand strategy for translating those themes into questions Richard Krueger suggests ways of categorizing phrasing and sequencing focus group questions Going beyond material presented in his earlier books Krueger shares ideas for questions that get participants actively involved in the focus group interview For example he suggests asking participants to make lists create report cards sort pictures draw cut and paste or participate in a mini debate The results of these activities not only yield insightful information but are also interesting and fun This book helps make the process of developing good questions easier by outlining a process and offering many examples **Customers in Focus**, 1999 **Policy Into Action** Mary Clare Lennon, Tom Corbett, 2003 The sweeping changes of 1996 s welfare reform legislation are more than just new policies They represent a profound transformation of the character and structure of social policy institutions in the United States a shift from a bureaucratic centralized mode for income transfer to a professional mode aimed at complex behavioral change The evaluation community has responded with a shift from traditional impact analyses to implementation studies that get inside the skin of this new more flexible structure Implementation research explores the translation of concepts into working policies and programs and evaluates how well the administrative and management dimensions of these policies work and how the programs are experienced by all involved Policy into Action offers state of the art thinking on implementation research from leading policy researchers and evaluation practitioners

Inclusion in Higher Education Amanda Macht Jantzer, Kyhl Lyndgaard, 2021-01-08 Inclusion in Higher Education Inquiry Based Approaches to Change presents an inquiry based approach to inclusion in higher education that embraces scholarly inquiry collaborative efforts and data driven interventions to inform transformative institutional change Contributors analyze inclusion initiatives that address the experiences of minoritized groups on college campuses and recommend tailored interventions for the needs of underrepresented students in varied fields of study **Focus Groups** Richard A. Krueger, 1988-07 This book looks at evaluation as a professional practice The text offers many specific analysis techniques that will help anyone faced with the difficult task of collecting analyzing and communicating qualitative data

Essentials of Health Care Marketing, Fourth Edition Eric N. Berkowitz, 2016-08-15 New Fifth Edition of Essentials of Health Care Marketing coming in March 2021 Essentials of Health Care Marketing Fourth Edition will provide your students

with a foundational knowledge of the principles of marketing and their particular application in health care Moreover the text offers a perspective on how these principles must shift in response to the changing environmental forces that are unique to this market *The Wilder Nonprofit Field Guide to Conducting Successful Focus Groups* Judith Sharken Simon,1999

Practical and easy to use Conducting Successful Focus Groups gives you the practical guidance to do focus groups using little more than staff or volunteer time and the cost of refreshments In ten easy to follow steps you ll learn how to plan and conduct focus groups and most importantly how to put the results into action 1 Create a focused purpose statement 2 Set up a realistic timeline 3 Decide who and how many participants to invite 4 Generate questions that ll get the information you need 5 Write a focus group script 6 Choose a facilitator 7 Find a location that puts people at ease 8 Run the focus group 9 Put the results into action Each step is followed by a task statement that sums up what you need to do before moving on Examples worksheets answers to frequently asked questions and an annotated bibliography make the job even easier People feel flattered when you ask for their opinions in fact most love to tell you what they think With Conducting Successful Focus Groups you ll have the tools to use focus groups effectively and make better informed plans Moderating Focus Groups

Thomas L. Greenbaum,1999-11-18 Designed specifically for the needs of the focus group moderator this comprehensive guide covers everything from pre session participant recruitment to post session reporting In addition the author includes a wealth of advanced and new techniques such as those for managing group dynamics energizing a tired group projective techniques personality association and position fixing Extremely practical and well written the book includes chapter summaries and a helpful glossary Focus on Children Community Planning Manual ,1996 Successful Focus Groups

David L. Morgan,1993-04-19 *Successful Focus Groups* is a state of the art text on focus group research methods *Successful Focus Groups* is a well written document with clearly presented reasons why researchers should follow the guide lines presented Additionally this text is groundbreaking in its focus on topics that will advance knowledge of focus group research methods an improvement over prior treatises on focus groups *Successful Focus Groups* is clearly one of the most helpful treatises on focus group research this text will advance the quality of focus group research I recommend *Successful Focus Groups* to anyone interested in learning about doing focus group research Susan A Stearns in Qualitative Studies in Education There is original material and the overall breadth and ease of presentation of the material make this the most comprehensive and readable book produced so far on the subject In many of the chapters examples from actual studies are used to illustrate the basics or discuss particular issues involved in the approach This grounding of the discussion is particularly appealing Contemporary Sociology This book systematically addresses the issues practice wisdom and problems in conducting focus groups It is an integrated collection of articles representing the state of the art in focus group applications It covers the basic principles of when and how to use focus groups the applicability of focus group interviews to survey research and other methods general issues in the use of focus groups the specific problems of focus groups with

different populations or settings and an agenda for future development of the method Bulletin de Methodologie Sociologique Anyone who is considering using focus group interviews as a tool in social science research or as a means to develop and validate another research methodology will find this text quite useful This well written and edited text offers practical advice methodologic considerations and actual examples of how to plan conduct and analyze focus group research It offers a practical discussion on the uses and limitations of focus group interviews as a research tool Journal of Nutrition Education While various books introduce the basics of focus groups Successful Focus Groups is the first volume to systematically address the issues practice wisdom and problems in conducting focus groups from the perspective of those who have done the most work using these methods in social science settings The result is a well integrated collection of articles that represents the state of the art in focus group applications written by a knowledgeable interdisciplinary group of scholars The chapters cover the basic principles of when and how to use focus groups the applicability of focus group interviews to survey research and other methods general issues in the use of focus groups the specific problems of focus groups with different populations or settings and an agenda for future development of the method Authoritative and readable this volume is essential reading for social scientists now using or contemplating focus groups in their research and a useful practical text for students of research methods

Savvy Decision Making Madhavi Jayanthi, Janet S. Nelson, 2002 Because of its comprehensive scope this guidebook can be a single tool for designing and implementing focus groups in schools Patricia A All Assistant Superintendent Olathe District Schools Olathe KS This work provides an extremely detailed overview and a most thorough examination of focus groups The depth and clarity of content is truly astounding I found myself time and again thinking Goodness they have thought of everything This is truly an amazing resource for anyone using or thinking of using focus groups for any sort of decision making in educational organizations Rick Keaster Chair Department of Educational Leadership Research University of Southern Mississippi A practical how to guide for using focus groups to help make important school decisions Focus groups of parents students community members or teachers can be an effective means of gaining support for school decisions modifying programs gathering constituent feedback and conducting research Savvy Decision Making contains the practical easy to implement steps you need to design and run an effective focus group as well as solid advice on how to analyze and report the information that emerges Researchers and lecturers Madhavi Jayanthi and Janet S Nelson cover all the basics including Using focus groups in the decision making process Selecting a moderator Determining what types of participants you need Scheduling focus groups Recruiting participants Developing a focus group guide Moderating the group Analyzing and reporting the findings Educational examples guidelines and a simple step by step process provide administrators with everything they need to use focus groups a powerful qualitative research tool

Adopting the Song of Expression: An Psychological Symphony within **Sample Focus Group Guide**

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