

Guidelines for Conducting Focus Groups

The guidelines below are based on the combined recommendations of Beyea, McNamara, Meyer, Nicoll and Sharken-Simon cited on the Reference page.

PRE-FOCUS GROUP ACTIVITIES:

Before conducting a focus group, the following steps should be completed.

- Develop a clear and concise purpose statement of what needs to be known and why. (Be sure to include the requester in this discussion).
- Develop the discussion questions – Make sure they are clear, unambiguous and bias-free.
- Develop the script to frame the purpose of the focus group. This script should be used when making invitations and when opening the session. A closing script should also be developed thanking the participants and reiterating how the information they provided will be used.
- Schedule the time, the place, the necessary equipment, and set the ground rules and agenda for the focus group.
- Invite potential participants and get commitments to attend from them – remind them a day or two before the focus group.

FACILITATING THE SESSION:

The following are the general steps that will comprise each focus group session.

- Opening the session by the facilitator using the written script.
- Reading of the ground rules.
- Setting of the agenda.
- Reading of the questions.
- Asking for clarifications when needed.
- Making sure that everyone has the opportunity to participate on each question.
- Closing the session by the facilitator using the written script.

THE ROLE OF THE FACILITATOR:

The following guidelines are provided for the role of the facilitator. Focus group facilitation is an art not a science, so care should be taken to follow the spirit and intent of the following guidelines and not to make them iron-clad rules.

- Set a friendly and informal tone.
- Make all of the participants feel welcomed and relaxed.
- Get full answers by gently probing.
- Make sure everyone has the chance to participate. Ask those who have been quiet, if they have anything to add.

Focus Group Guide Template

Michael Seilmaier



Focus Group Guide Template:

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

Qualitative Data Collection Tools Felice D. Billups, 2019-12-20 *Qualitative Data Collection Tools* is a new and unique supplementary text that will guide students and new researchers to design develop pilot and employ qualitative tools in order to collect qualitative data An often omitted subject in general qualitative textbooks qualitative tools form the backbone of the data collection process Students and new researchers are frequently left to create their own qualitative tools from scratch an unnecessary hurdle in the qualitative research design process Author Felice D Billups has used her experience as a qualitative researcher and in teaching and advising students about qualitative research to develop the templates in this book as a starting point for readers conducting original qualitative research The author briefly describes each method of data collection and offers readers suggestions for using and adapting the qualitative instrument templates within the text Templates of interview protocols focus group moderator guides content analysis tools document analysis tools reflective questionnaires diary and journal logs and observational rubrics give the reader either a cut and paste solution for their own research or a starting point to design their own personalized qualitative tools The first three chapters illuminate the qualitative data collection process and the role each type of qualitative tool plays in that process The next six chapters provide detailed guides and numerous templates for each qualitative data collection method covering interviews focus groups conversation and discourse analysis observations document analysis field notes journaling and other reflective practices A final chapter pulls together the multifaceted nature of qualitative research design and connects each tool back to the methodology to ensure trustworthiness and rigor in the data collection and instrument development process Exemplars populate the appendices offering readers concrete inspiration for ways to use and adapt the tools provided If you have ever puzzled over how to best to design qualitative tools in order to guide and structure your qualitative data collection or if you are embarking on your first qualitative study *Qualitative Data Collection Tools* will give you a practical starting point to help make your qualitative data collection process easier and more organized

Focus Group Methodology Pranee Liamputtong, 2011-03-11 *Focus Group Methodology* is an introductory text which leads readers through the entire process of designing a focus group study from conducting interviews to analysing data and presenting the findings It also includes discussions on cross cultural and virtual focus group Liamputtong presents clear practical advice in simple terms which will be appropriate for undergraduate and postgraduate students who are undertaking research making this an ideal starter text for anyone new to focus group research Like her previous book *Researching the Vulnerable* Liamputtong s latest work pays close attention to research ethics and will also be of great interest to researchers who are working with different social groups such as women men older people children and

ethnic groups and anybody who is engaging in cross cultural research Illustrated with case studies and examples throughout this is a perfect introduction to focus group methods for students and new researchers alike *Developing Questions for Focus Groups* Richard A. Krueger,1997-07-24 Struggling with focus groups questions Asking the right questions is critical in focus group interviewing *Developing Questions in a Focus Group* describes a practical process for identifying powerful themes and offers an easy to understand strategy for translating those themes into questions Richard A 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 by 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 doable by outlining a process and offering many examples After reading this book your focus groups will never be the same *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 **Using Focus Groups to Listen, Learn, and Lead in Higher Education** Mona J.E. Danner,J. Worth Pickering,Tisha M. Paredes,2023-07-03 *Using Focus Groups to Listen Learn and Lead in Higher Education* presents an easy to use 6 step guide to help leaders in higher education listen to and learn from their stakeholders in order to enhance decision making The big questions facing institutions today especially those surrounding access affordability and accountability require more than dashboards Metrics and quantitative data alone do not offer lasting solutions and improvements Using qualitative methods to listen to the voices of those involved especially students and staff is critical Focus groups constitute the most appropriate rigorous and relevant qualitative research tool for this purpose and one that is cost effective and builds community when conducted using the ODU Method described in this book *Using Focus Groups* is a single comprehensive and practical resource that describes why when and how to use focus groups The authors provide detailed guidance for using focus groups from developing the research questions with stakeholders through training and recruiting moderators and identifying and recruiting participants to the logistics of conducting focus groups and ultimately analyzing data and developing final reports Conversational vignettes illustrate the discussions that regularly occur in each step and help the reader better understand the process Fifteen appendices provide templates and examples of every part of the process Written particularly for institutional research and assessment staff and upper level administrators this book will also appeal to deans department and program chairs and directors faculty leaders and administrative unit directors including those in auxiliary and student services alumni associations and university foundations It also serves as an excellent resource for higher education research methods courses The authors are uniquely

positioned to guide readers in this process The team developed and refined this technique over two decades at Old Dominion University They have conducted over 100 focus groups with campus nonprofit local and international community organizations to assist them in assessing student learning transition and preparedness for the workforce as well as evaluating organizations work and planning future projects

Media and Middle Class Moms Lara J. Descartes, Conrad Kottak, 2010-04-02 This book engagingly presents firsthand ethnographic research from a study that examined in the context of actual work family choices how middle class American parents received processed and sometimes resisted media messages about work and family

The Illustrated Guide to the Mass Communication Research Project Patricia Swann, 2022-12-21 This book makes mass communication research projects more accessible to the new student researcher through a balance between an academically rigorous guide and an informal and humorous student centered approach The Illustrated Guide to the Mass Communication Research Project s unique visual approach brings to life concepts and tactics under discussion through vivid illustrations The book follows the universal format of the academic research paper abstract introduction literature review methodology hypotheses research questions quantitative and qualitative analysis findings discussion and conclusion It guides the reader through using key methods central to much of mass communication research observation interviews focus groups case studies content analysis surveys experiments and sampling Each chapter contains examples of the segment under discussion using excerpted research studies that provide writing models for the student s own research report Ideal for students in research centered courses in mass media communication studies marketing and public relations whether at the undergraduate or graduate level this text will continue to serve as a valuable resource into a future communications and marketing career Online resources are provided to support the book examples of an in depth interview guide a focus group moderator guide a content analysis coding form observation field notes and an experiment cover story templates for a personal SWOT analysis and an informed consent form a research topic worksheet a literature review matrix and coding exercises Please visit www.routledge.com/9781032080758

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

A User's Guide to Program Templates Mary Ann Scheirer, 1996

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 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

Focus Groups Gloria E. Bader, Catherine A. Rossi, 1998 **Healthcare Simulation Research** Debra Nestel, Joshua Hui, Kevin Kunkler, Mark W. Scerbo, Aaron W. Calhoun, 2019-11-13 This book provides readers with a detailed orientation to healthcare simulation research aiming to provide descriptive and illustrative accounts of healthcare simulation research HSR Written by leaders in the field chapter discussions draw on the experiences of the editors and their international network of research colleagues This seven section practical guide begins with an introduction to the field by relaying the key components of HSR Sections two three four and five then cover various topics relating to research literature methods for data integration and qualitative and quantitative approaches Finally the book closes with discussions of professional practices in HSR as well as helpful tips and case studies Healthcare Simulation Research A Practical Guide is an indispensable reference for scholars medical professionals and anyone interested in undertaking HSR

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

Customers in Focus, 1999 **The Practical Handbook and Guide to Focus Group Research, Second Edition** Thomas L. Greenbaum, 1993-03-08 In 1992 more than 125 000 focus groups randomly selected individuals led by a moderator whose discussion of a particular product provides market data for the manufacturer will be held in the U S Greenbaum who has worked with focus groups for over 20 years here shares the latest information on conducting them effectively

Moderating Focus Groups Richard A. Krueger, Jean A. King, 1998 This volume is indispensable for those who want to improve their focus group moderating skills Based on years of experience in moderating and training others to moderate Richard Krueger offers tips and sound advice on how to gain expertise in leading focus groups The book is an easy to read overview of critical skills needed by moderators the various approaches that successful

moderators use and strategies for handling difficult situations Beginners will find an invaluable guide and the more experienced will discover tips and strategies for honing their skills

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

An Introduction to Group Work Practice Ronald W. Toseland, Robert F. Rivas, 2005 The perfect text for preparing students to work with either treatment ongoing or task special focus groups this newly revised edition offers the most up to date research and technology available in the social work field

An Introduction to Group Work Practice Fifth Edition continues to stress the importance of developing skills in group work and provides the most comprehensive information available on the market today Students receive a thorough grounding in areas that vary from treatment to organizational and community settings Chapters on the history of groups group dynamics group leadership and diversity help the reader build a solid knowledge base about groups and it apply to real life social work practice The addition of new case studies practice examples and guiding principles add to the ease and readability of this popular text

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