

Facilitation Cheat Sheet

Participants' Engagement Checklist

- Be prepared enough ahead of the focus group, so that you can stay focused on what's being said at every moment
 - Familiarize yourself with the agenda
 - Review focus group protocol
- Be sure to involve all participants; especially voices not being heard
- Remind everyone that ALL voices in focus group support the data collection
- Introduce and get agreement on creating a space for sharing ideas
- "Hold the space" by staying upbeat, encouraging and attentive
- Illustrate your care for the quality of conversation and connections

Focus Group Agenda

Agenda Item	Time	Materials
1. Virtual focus group set up: Handouts emailed in advance and posted at start of session, recording of session ready to go, chat space ready		<ul style="list-style-type: none">● Focus group handouts● Recording ready to go● Facilitator laptop for notes Focus group slide with ground rules
2. Welcome <ul style="list-style-type: none">a. Explain focus group and ground rulesb. Note demographics (ethnicity, issues, geographic, etc.)	10 minutes	
3. Introductions and icebreaker question	10 minutes	
4. Focus group questions	60 minutes	
5. Wrap up	10 minutes	

Note to Facilitator

During the focus group, please take notes and document, especially during moments that may be difficult to capture by listening, such as when more than one participant says something or speaks quietly. Afterward, add any additional notes that might be of interest including general demeanor of the group, questions that seemed to elicit the strongest reactions and/or most interest, etc.

During the focus group, be sure to draw out any "yes" or "no" responses to gain a deeper understanding of why or how participants answered the way they did. For example, ask "will you please give me an example," or what do you mean when you say that." There are also some follow-up "probes" that inspire responses.