

Tool 3.8: Tips for Focus Group Facilitation

Checklist of Materials Needed For a Focus Group

- A notepad and pens or laptop for note-taking
- A flip chart, markers, tape for group activities
- Informed Consent forms
- Sign in form
- Extra pens for participants to sign consent forms
- Focus group guide
- Name tags
- Brief demographic questionnaires

Recording equipment

- Digital recorder
- Sound storage discs/tapes/cards
- Extension cord
- Extra batteries

Room Setup Checklist

- Room with minimal background noise / traffic
- Chairs set up in a circle
- If recording, table for the equipment

Logistics Checklist

- Secure and set up space, food, transportation, childcare and any other onsite needs.
- If recording, test the equipment. Be comfortable and familiar with equipment.
- Hand questionnaire to participants to fill out and collect before you begin.

Roles Needed For the Focus Group

1) Facilitator: asks questions and guides the discussion. Should be well-trained and comfortable facilitating group discussions. Should also be very familiar with the issue that is being discussed.

2) Note-taker/Facilitator support: should be good listener and able to quickly and accurately record what is being said. Should have good typing skills. Should be familiar with the recording equipment if you are planning to record the focus group session. Should support the facilitator during the session with any logistical tasks such as collecting consent forms.

3) Interpreter/Translator (if needed): Should ideally be experienced as an interpreter, should be somewhat familiar with the issue of focus.

Tips for During/After the Focus Groups

- Everyone must sign consent forms before starting focus groups;
- Set aside more than enough time for the running of the group;
- Make sure you tell people that they must attend the entire focus group;
- If recording, immediately after the focus groups, make sure the recording has worked. Press Save if your recorder requires that;
- Type up any notes taken;
- Transcribe recording (if recorded);
- Analysis of Focus Group transcripts (more info in data analysis training).