

# Briefing Notes on Focus Group

The aim of this focus group is to ensure on-going participant evaluation of the course and to provide feedback for the facilitator who may then make any necessary adjustments during the course of the workshop

## Instructions

- Form a group up of 4-6 other participants. However, if more wish to join, that's fine. Choose a name for your group.
- At the end of each day the group should meet for 15 – 30 mins
- Each day, nominate a chair and secretary. The secretary should take notes.
- Attempt to answer the following questions :
  - What went well today (think about each different session)?
  - What should we build on (think about each different session)?
  - Do you have any questions/problems concerning the overall organisation of this workshop (schedule, logistics, rhythm...)?
  - Do you have any other comments or suggestions for the next day?

The chair and secretary should meet with the workshop facilitator later that evening to give feedback. In such a way, the facilitator has some time to make any important adjustments for the next day's sessions.

The next morning, before the start of the 1st session, the chair or secretary of the focus group presents their conclusions to the plenary group and, where necessary, the facilitator comments (e.g., if adjustments have been made).