

CDC Work@Health™ Instructor/Coach Group Discussion Guide

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Respondents/Sources	Method	Content	Timing	Respondents	Time per respondent
Program Instructors and coaches	Group discussion (conducted by RTI)	<ul style="list-style-type: none"> • Program expectations • Outcomes • Challenges & strategies for success • Plans for sustainment 	4-7 months after formal training ends (August/November 2014) and again at the end of the program, 12-15 months post training, following technical assistance (April/July 2015)	21	30 min

Introduction

This interview will ask about your experience as an instructor/coach with the Work@Health™ Program. This discussion, which should take about 30 minutes to complete, is funded by the Centers for Disease Control and Prevention and is being conducted by RTI International (RTI). RTI is an independent, non-profit organization headquartered in Research Triangle Park, NC.

Informed consent

Before you get started, we'd like need to give you some more information to help you decide whether or not you would like to participate.

- This project is funded by the Centers for Disease Control and Prevention. Many parts of the project are being managed by Research Triangle Institute International (RTI). RTI is an independent, non-profit institute headquartered in Research Triangle Park, NC. RTI provides technical services to clients worldwide. They are helping CDC evaluate the Work@Health™ program.
- You were asked to participate because of your role as a Work@Health instructor or online coach.

- Your participation is voluntary. In the course of this discussion, you may refuse to answer specific questions. You may also choose to end the discussion at any time.
- The discussion is designed to take about 30 minutes.
- All of the comments you provide will be maintained in a secure manner. We will not attribute your responses to your or your organization without your permission unless we are compelled by law.
- There are no right or wrong answers or ideas—we want to hear about YOUR experiences and opinions.
- CDC is authorized to collect information for this project under the Public Health Services Act.
- There are no risks or benefits to you personally for participating in this discussion.
- We are interested in your comments so that we can improve the Work@Health™ program for future participants. Please feel free to contact Dr. Laurie Cluff at RTI. Her toll-free number is 1-800-334-8571 x 6514. You can also call RTI's Office of Research Protection and Ethics toll-free at 1-866-214-2043.

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Section	Interview Guide Questions
Background	<ol style="list-style-type: none"> 1. What is your role in the Work@Health™ Program? (trainer in which method(s); TA facilitator) 2. How many Work@Health™ trainees have you worked with? 3. Prior to this program, did you provide training related to worksite health promotion? If yes, please describe
Expectations	<ol style="list-style-type: none"> 1. How would you describe the main objectives of the Work@Health™ Program? 2. What were your expectations about participants' ability to learn all of the material covered in the formal training? [Probe based on training method] 3. How would you describe the main objectives of the technical assistance? 4. What are your expectations for participants' ability to make worksite changes as a result of participating in Work@Health™? 5. In what ways did the Work@Health™ formal training sessions match or differ from your expectations? <ol style="list-style-type: none"> a. How did the participants match/differ from what you expected? b. How did the way the content was received match/differ from what you expected? 6. [Asked at time 2 only] In what ways did the Work@Health™ technical assistance differ from your expectations? <ol style="list-style-type: none"> a. How did the participants match/differ from what you expected? b. How did the way the technical assistance was received match/differ from what you expected?
Training Curriculum and Delivery	<ol style="list-style-type: none"> 7. For each of the main training topics, I would like to discuss how well you thought the trainees grasped the concepts, how challenging you thought the material was to trainees, and why: <ol style="list-style-type: none"> a. Business Case b. Leadership & Engagement

	<ul style="list-style-type: none"> c. Assessment d. Environmental Supports & Policy e. Communications f. Program Planning g. Program Implementation h. Evaluation <p>8. For the hands-on and roundtable sessions, what did you think about the pace?</p> <ul style="list-style-type: none"> a. Did you have enough time to present the material? [Too much time, not enough, about right?] b. Did trainees have enough time to ask questions? c. Did trainees have enough time for group exercises/activities? <p>9. How useful would you say the following are in transferring knowledge and skills to participants to implement changes in their own worksites? [Extremely useful, Useful, Slightly Useful, Not at all useful] Why?</p> <ul style="list-style-type: none"> a. Formal training presentations activities: lectures, webinars (which ones were notable?) b. Individual exercises (which ones were notable?) c. Group/partner activities (which ones were notable?) d. Training binders/resources for participants (which ones were notable?) <p>10. How engaged/participative were the trainees during in person sessions? (asking questions, providing examples, etc.). Please describe.</p>
<p>Technical Assistance Components [To be asked only at Time 2]</p>	<p>11. In your opinion, what aspects of the technical assistance were successful in transferring knowledge and skills to participants to implement changes back in their worksite? Why? [probe]</p> <ul style="list-style-type: none"> a. Structured topic based content delivery (webinars) b. Live webinars c. Web discussion groups d. Coaching e. Peer-to-peer exchanges <p>12. How engaged/participative were the trainees in the technical assistance process (asking questions, providing examples, etc.)</p> <ul style="list-style-type: none"> a. Webinar sessions (did most of your trainees attend?) b. Online discussion activities (did most of your trainees actively participate, did they continue though out the

	<p>whole period?)</p> <p>c. Other interactive online activities with peers</p>
Training Redesign	<p>13. If you were going to redesign the Work@Health™ training, what would you do differently? Why? [probe]</p> <ul style="list-style-type: none"> a. Training method: in-person, distance, blended b. Training curriculum/content c. Training activities: lecture, role plays, networking, etc. d. Training resources e. Selecting training participants f. Facilities/equipment g. Logistics <p>14. What training and technical assistance do you think is necessary to help organizations sustain health promotion activities?</p>
Support for Instructors/Coaches	<p>15. How satisfied are you with the support you received from the Work@Health™ Program to deliver training/coaching?</p> <p>16. What type of support do you wish you received from the Work@Health™ Program to deliver training/coaching that you didn't? Why?</p>