

CDC Work@Health® Trainee Focus Group Discussion Guide

Public reporting of this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-1006).

Respondents/Sources	Method	Content	Timing	Respondents	Time per respondent
Trainees in Hands-On, Online and Blended Methods	Group discussion	<ul style="list-style-type: none">• Program expectations• Opinions about training• Plans for future participation	At the conclusion of Hands-on training sessions	21	1.5 hour

Introduction

This discussion will ask about your opinions about the training you just completed. This project is funded by the Centers for Disease Control and Prevention. Many parts of the project are being managed by ASHLIN Management Group (ASHLIN). ASHLIN is a private sector consulting firm with a focus in the area of health and human services based in Greenbelt, MD. They are helping CDC implement the Work@Health® Program. The Public Health Management Corporation (PHMC), a non-profit, public health institute located in Philadelphia, PA and part of the ASHLIN Team designed this survey.

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.

- 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 an hour and a half.
- 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. Jennifer Lauby at PHMC. Her phone number is 215-985-2556 and her email is Jennifer@phmc.org.

CDC Work@Health[®] Draft Trainee Focus Group Discussion Guide	
Section	Focus Group Questions
Background	<ol style="list-style-type: none">1. What is your position in your organization?2. What is your role in your organization's health promotion program?
Expectations	<ol style="list-style-type: none">1. How would you describe the main objectives of the Work@Health[®] Program?2. What were some of your expectations about how the training would be?3. Compared to other worksite health promotion training you have had, how did the Work@Health[®] program compare? Much better; Better;

	<p>About the same; Not quite as good; Much worse</p> <p>4. Right now, what are your expectations about your ability to make worksite changes as a result of participating in this training? Very high; High; Not sure; Somewhat low; Very low</p> <p>5. In what ways did the Work@Health® formal training sessions match or differ from your expectations? a. How did the content match/differ from what you expected? b. How did the way the content was delivered match/differ from what you expected?</p>
<p>Training Curriculum and Delivery</p>	<p>6. For each of the main training topics, I would like to discuss the extent to which you felt you were able to understand and apply the concepts, and how challenging you thought the material was, and why: a. Business Case b. Leadership & Engagement c. Assessment d. Environmental Supports & Policy e. Program Planning f. Program Implementation g. Evaluation</p> <p>7. What did you think about the pace of the session? a. Was there enough time to present the material? [Too much time, not enough, about right?] b. Did you have enough time to ask questions? c. Did you have enough time for group exercises/activities?</p>

	<p>8. How useful do you think the following are in transferring knowledge and skills to you to implement changes in your worksite? Extremely useful, Useful, Slightly Useful, Not at all useful Why?</p> <ol 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>9. How engaged in this training process do you feel? (do you want to interact more with instructors, peers and materials, etc.). Please describe.</p>
<p>Technical Assistance & Behavior Intentions</p>	<p>10. Do you intend to apply any of what you learned when you return to work? If so, what do you think you will do?</p> <p>11. What types of technical assistance do you expect to be most useful to you? Why? [probe]</p> <ol style="list-style-type: none"> a. Structured topic based content delivery (webinars) b. Live webinars c. Web discussion groups d. Interacting with other training participants e. Individual coaching <p>12. Are you looking forward to participating in Work@Health[®] Technical Assistance activities? Why or why not?</p> <p>13. How much time do you intend to devote to participating in Work@Health[®] Technical Assistance activities?</p>
<p>Training Redesign</p>	<p>14. If you were going to recommend changes to the Work@Health[®] training, what would you do differently? Why? [probe]</p>

	<ul style="list-style-type: none"> f. Training mode: in-person, distance, blended g. Training curriculum/content h. Training activities: lecture, role plays, networking, etc. i. Training resources j. Selecting training instructors k. Facilities/equipment l. Logistics <p>15. What training and technical assistance do you think you will need to sustain health promotion activities at your worksite?</p>
Support	<p>16. How satisfied are you with the communications you have received so far about the Work@Health[®] program? Why?</p> <p>Very satisfied; Satisfied; Neutral; Dissatisfied; Very dissatisfied</p> <p>17. How satisfied are you with the materials you have received so far about the Work@Health[®] program? Why?</p> <p>Very satisfied; Satisfied; Neutral; Dissatisfied; Very dissatisfied</p>