

## CDC Work@Health<sup>®</sup> Instructor/Coach Group Discussion Guide

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

### **Introduction**

This interview will ask about your experience as an instructor/coach with the Work@Health<sup>®</sup> Program. 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<sup>®</sup> 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 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 Jennifer Lauby. Her phone number is 215-985-2556 and her email is [Jennifer@phmc.org](mailto:Jennifer@phmc.org).

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

	<ul style="list-style-type: none"> <li>d. Environmental Supports &amp; Policy</li> <li>e. Communications</li> <li>f. Program Planning</li> <li>g. Program Implementation</li> <li>h. Evaluation</li> </ul> <p>8. For the hands-on and roundtable sessions, what did you think about the pace?</p> <ul style="list-style-type: none"> <li>a. Did you have enough time to present the material? [Too much time, not enough, about right?]</li> <li>b. Did trainees have enough time to ask questions?</li> <li>c. Did trainees have enough time for group exercises/activities?</li> </ul> <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"> <li>a. Formal training presentations activities: lectures, webinars (which ones were notable?)</li> <li>b. Individual exercises (which ones were notable?)</li> <li>c. Group/partner activities (which ones were notable?)</li> <li>d. Training binders/resources for participants (which ones were notable?)</li> </ul> <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"> <li>a. Structured topic based content delivery (webinars)</li> <li>b. Live webinars</li> <li>c. Web discussion groups</li> <li>d. Coaching</li> <li>e. Peer-to-peer exchanges</li> </ul> <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"> <li>a. Webinar sessions (did most of your trainees attend?)</li> <li>b. Online discussion activities (did most of your trainees actively participate, did they continue though out the whole period?)</li> </ul>

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