

## NCG-1 & NCG-2 Leadership Interview/Focus Group Guide

### ***Icebreaker***

1. Before we get started, please tell me one unique characteristic of working at a Seabee Command.

### ***General***

2. What are some ways that you form connections with your Sailors?

### ***Communication***

3. If you wanted to know about the health and wellness of your team, where would you get that information? (This can be formal or informal sources of information.)
  - a. Where are you getting information regarding command climate?
  - b. How are you gauging performance among your team(s)?
4. Last [*month of last assessment*], our team came and conducted surveys and focus groups similar to what we are doing this week. We then briefed results and provided several recommendations to NECC, the Commodore and Battalion COs. What information did your leadership provide to you about that brief and those recommendations?

### ***Planning and Actions Taken***

***(Remind participants not to use names or identifying information)***

5. Describe the culture surrounding the management of stress, health, and well-being throughout the command?
6. Since last [*insert date of last data collection*], what kind of actions has the command taken to improve command climate? By that we mean efforts designed to reduce stress, improve health and family functioning, or reduce the likelihood of harmful behaviors occurring.
  - a. Who made decisions on what actions to take?
  - b. Who was involved in planning those actions?
  - c. What was your role in evaluating and implementing those actions?
  - d. Who else was involved in implementing those actions?
  - e. Was there sufficient guidance on how to plan/implement those actions? Please elaborate.
  - f. Who else should have been included in planning or implementing that wasn't?
  - g. What do you think could have been done differently in this process?

I hear that [*insert interventions mentioned by participants in 6a-6f*] has/have been implemented since [*insert date of last data collection*].

7. We have talked about a lot of actions the command has taken, can you name the most important 3?



8. Which effort(s) have been implemented thus far?
  - a. How was [insert intervention type] designed to be used/implemented (e.g., single-use, ongoing programs)?
  - b. Please describe the resources (time, knowledge, staff, etc.) that were provided to execute these efforts.
    - i. What resources would have helped you/your team execute better?
  - c. Are any further actions being planned?
9. How is the progress of this intervention being measured or tracked?
10. What are the outcomes of these actions?
  - a. Describe any positive or negative change.

### **Conclusions**

11. Is there anything else you would like us to know about leadership's efforts to improve command climate?

### **Triad/NECC specific questions**

1. What changes have been made to existing policies to improve command climate? At what level (DoD, DON, NECC, NCG specific?)
2. What interventions or changes have been initiated since we were here in [*insert date of last data collection*]?
  - a. Which were already in motion when we came?
  - b. Which were a direct result of our brief/recommendations?
  - c. Which were a result of event or observations that took place after our last data collection?
3. How could our team have better supported you or your leaders?
  - a. Brief materials or content?
  - b. Follow-up?
  - c. Resources?

