

Introduction/Welcome:

Hello everyone and welcome. Thank you for participating today. My name is _____. I have a background in public health as an _____ and I will be facilitating this focus group today.

Our Topic is....

Before we get started, I will provide a brief introduction and review some logistics. We are conducting these focus groups as the final step in the development of the Disproportionately Affected Populations training that you recently piloted. We have an hour allotted to the discussion today.

Today's goal is to explore your experiences with the training, including the content, format, and overall usefulness to your work. The information you share today will help reinforce the training components, identify potential updates, and guide future course iterations and offerings.

Logistics:

This session is part of a series of six planned focus groups. Upon completion, I will consolidate major themes across all groups and present a summary to key stakeholders involved in the training's development, including representatives from CSTE, CDC, and my colleagues from the Colorado School of Public Health.

Guidelines:

As we navigate through this focus group, I will pose some structured questions, but I encourage open participation. Please engage with each other, share insights, and ask questions. This is intended to be a conversation. Before we dive in, I'd like to set some

guiding principles for our discussion. First, you're not obligated to share thoughts on any specific topic. All responses are valuable and there are no right or wrong answers. I encourage everyone to respect differing opinions. I will gently guide us back on topic as needed, but please feel free to express yourselves. And remember to talk to each other. If you feel comfortable turning on your video, please feel encouraged to do so.

Privacy:

Finally, to enhance the quality of our discussion and ensure accurate documentation, I would appreciate your permission to record today's session. Recording allows me to focus on active listening rather than note-taking. I want to emphasize that, when sharing my findings, no individual person, program, or organization will be identified by name. Your privacy is important.

Zoom will prompt you to provide consent when I initiate the recording process. If, for any reason, you prefer not to provide consent, you are welcome to leave the meeting. In that case, we can arrange an alternative method for you to share your feedback, ensuring your preferences are respected. Before I proceed with recording, are there any questions?

Great, I'm going to start recording.

Opening Question(s):

So my first question...

1. How would you describe your overall experience with the training? (Prompts if needed: For example, ease of use, content relevance, perceived importance, use of interactive components, etc.)

2. What specific aspects of the training did you find most valuable or beneficial to your work?
3. What challenges or obstacles did you encounter during the training that you feel could be addressed to improve the training for future participants?
4. How well did the training align with your expectations and goals before participating?
5. What elements of the training were not adequately covered or could be improved upon?
6. How will you apply the knowledge or skills gained from the training in your daily work or professional activities?

The final question...

7. What have we not discussed that you feel is important to share?

Prompts To Use As Needed:

- Who else has something to say?
- I would like to hear more from...
- Would you explain further?
- Would you give an example?

Potential Backup Questions/Prompts:

8. What suggestions do you have for enhancing the delivery or format of the training to make it more effective or engaging?
9. Did you feel that the training adequately addressed real-world scenarios and practical applications?

Additional Resources:

https://www.uml.edu/docs/fg%20tips%20sheet_rk_tcm18-167588.pdf

<https://www.eiu.edu/ihec/Krueger-FocusGroupInterviews.pdf>

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