

Hearing Student Voices Focus Group Process



- 1. Planning Focus Groups**
 - a. Selecting facilitators and note takers
 - b. The coordinator's responsibilities
 - c. Setting up the room
 - d. Videotaping guidelines

- 2. Recruiting Focus Group Participants**
 - a. Selecting students to invite
 - b. How to invite

- 3. Developing the Discussion Guide**
 - a. Establishing outcomes
 - b. Writing questions
 - c. Gathering quantitative information

- 4. Facilitating the Discussion**
 - a. The conversation
 - b. Facilitator Do's & Don'ts
 - c. Taking Notes

- 5. Analyzing and reporting on results**
 - a. Preparing the report
 - b. Presenting and using the information

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