



Focus Group Guide

Purpose

Talk directly with learners to understand:

- How the course impacted their skills and professional development
- What worked well and what didn't
- What helped or hindered their learning
- How courses can be improved
- Format: Online or in-person

1: Prepare

- Run at a focus group with 5–8 learners
- Roles: Moderator (leads discussion) and Note-taker (records key points)
- Duration: 60–120 minutes
- Ensure consent, confidentiality, and recording permissions

2: Welcome (10 mins)

- Explain purpose: understand learners' experiences and course impact
- Clarify roles (moderator / observer)
- Confirm consent and anonymity
- Quick introductions (name + role/location)

3: Impact (30 mins)

- How did this course develop you ?
- What will you do differently after?
- Can you give an example of applying what you learned?
- Would you recommend this course?
- Would you take a similar course again?

4. Experience & Activities (30 mins)

- What were the strengths of the course?
- Which activities helped your learning most? Why?
- What parts were difficult or barriers to learning?
- What did you find least useful?
- What would you change to improve the course?
- What additional topics or content would you like?

5. Wrap-Up (10 mins)

- Summarise key points (observer recap)
- Ask: Did we capture this correctly?
- Final question: Anything else we should know?
- Capture: Key strengths and challenges; Impact on skills and work; Suggestions for improvement; Useful quotes