

Diversity and Inclusion Blended Learning Course

FOCUS GROUP DISCUSSION GUIDE



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Guide

Welcome and introductions.

We would like to use this session to reflect further on the toolkit and training you have all recently completed. To ensure these instruments are fit for purpose and as useful as possible it is very important for us to hear from you, the stakeholders, directly and receive your feedback.

A focus group is a method of dialogue and usually involves 6 to 8 participants. It consists of a guided group discussion that allows for progressive sharing moderated by a facilitator (who will set out the topics and ask questions). All focus group data will be reported anonymously and XXXX will take notes during the session. We recommend recording the session, in order to later collect all the inputs of all participants and clarify possible questions. In order to do so, we also permission should be asked to participants: a dedicated form is attached.

This session will last around 60 minutes and we will discuss the following topics:

- General feedback on the toolkit/training
- Understanding of D&I procedures
- Confidence in implementation of D&I policies

QUESTIONS FOR DISCUSSION

Prompt:

Facilitator should discuss each aspect one by one. Try to get complete answers so that each participant answers all questions. Questions can be written in a flipchart or board so that no one forgets any of the questions

AWARENESS OF D&I PROCEDURES

1 a) Firstly, how did you find the toolkit?

Prompt: Interesting or not? Easy/difficult to use/follow? Correct length? Accessible language? Relevant for your organisation?

b) How did you find the Blended Learning (BL) course?

Prompt: Interesting or not? Easy/difficult to use/follow? Correct length? Accessible language? Relevant for your organisation?

2 What is your main takeaway/what have you found most useful from the toolkit/BL course? Did anything in the content surprise you?

Prompt: facilitator could ask participants about the following sections in the toolkit:

- ACT for Visibility
- GET in Motion
- Know your PEOPLE
- ACT on your Priorities
- Demonstrating VALUE

Then ask the participants about the BL course which covers Diversity, Stereotypes, Prejudice, Discrimination, Micro-messages and unconscious bias

3 If your training session was online, were you satisfied with the experience? In what way do you think it would have been different if you were able to have a face-to-face session?

Prompt: did participants feel comfortable enough to speak and participate? Were they able to concentrate for the duration of the online session?

4 Is the toolkit/course appropriate for your organisational environment and country-specific culture?

Prompt: E.g. is there something which doesn't really fit with your professional environment/own culture? Do you think it is adaptable enough to be used in different countries? Any language issues?

5 Is there anything you would change or improve in the toolkit/BL course? Is there anything missing which you would like to see included? Anything you did not find useful?

6 Do you still have the same opinion of the levels of diversity and inclusion in your organisation now as you did before the training? Why/why not?

CONFIDENCE IN IMPLEMENTATION OF D&I POLICIES

1 Do you feel you/your organisation has sufficient resources (knowledge, internal procedures etc.) related to D&I?

2 Do you know where to go to find out more information or receive further support on this topic? Please list some examples.

- 3 How confident would you feel in either conducting a training on D&I in your organisation or (if you don't feel confident in facilitating training) in explaining to a colleague what D&I policies are and why they are important?**

- a) If yes, how would you go about this/what issues or topics would you focus on?
- b) If no, why not?

- 4 Follow up question to no. 8: For those who answered yes, would you have been able to do this before participating in the training?**

Prompt: could simply ask for show of hands if time is short, e.g. 4 of 6 could not have done this before the training

- 5 Would you like to receive further training on D&I procedures? If yes, in which fields/ areas)**

- 6 What effects do you think this training will have in your organisation?**

Prompt: will this be shared more broadly among the organisation? Will HR conduct any similar training? Will the tools be used somehow? Will management change any policies? Will there even be buy in from management? Will work conditions change?

GENERAL

- 1 Are there any other results or gains by taking part in this project? What are they?**
- 2 Do you have any other feedback or comments that you would like to provide?**

Many thanks for your participation!