

Guidelines Focus Group Discussion Refresher Workshop for Instructors, Indonesia

Objectives:

- Exchange experiences regarding the implementation of teacher workshops
- To get an idea what went well/not so good or where the instructors had difficulties
- To know afterwards in terms of which aspects they will need further support
- What are needs and challenges in general?

I. Workshop content:

- **Reflection:** What was for you (a) the **main important point** you learned during the first workshop and (b)
- Which is/was the most important for you implementing workshops for others?
 - ➔ *Please discuss with the person next to you and choose two aspects you can name in the group afterwards!*
 - ➔ *co-moderator collects the most important points and write them on flipchart*
 - ➔ *OR (Co-moderator to provide paper (cards) for instructors to write their answers and then move on to discuss with the person next to them. The co-moderator then collects the most important points from the groups and display them on the flipchart according to the set categories)*

II. Implementation:

- **IN GENERAL:** What are **your experiences with the workshop implementation?**
 - Which aspects were **easy** to implement? What went well? / Where did you feel secure/confident?
 - ➔ *Please write 1-3 aspects on your personal card!*
 - ➔ *Aspects will be named in group, cards collected afterwards*
 - ➔ *OR (Moderator to ask participants to write (a) aspects that were easy to implement on a card - one aspect per card, maximum 3 aspects (b) what went well/where they feel secure or confident in card (s) – maximum 3. Co-moderator to prepare a flipchart with 2 categories of (a) and (b) on it, and place the cards accordingly) Moderator/Co-Moderator to choose the aspects that were often stated by participants and discuss with them the reasons of each of the aspects, and consequently document them)*
 - Which aspects were **not easy** to implement? Why? (Challenges?)/ Where did you feel insecure/unconfident?
 - ➔ *Please write 1-3 aspects on your personal card*
 - ➔ *Aspects will be named in group, cards collected afterwards.*
 - ➔ *OR (Moderator to ask participants to write (a) aspects that were not easy to implement on a card - one aspect per card, maximum 3 aspects (b) what did not go well/where they feel insecure or unconfident in card (s) – maximum 3. Co-moderator to prepare a flipchart with 2 groups of (a) and (b) on it, and place the cards*

accordingly). Moderator/Co-Moderator to choose the aspects that often stated by participants and discuss with them the reasons of each of the aspects, and consequently document them

- **METHODS:** What kind of methods did you use during your workshop(s)? (E.g. group work, feed backing etc.)
 - ➔ *Please discuss in group*
 - ➔ *co-moderator collects the most important points and writes them on flipchart*
 - ➔ *OR (Moderator/Co-Moderator to start with asking instructors on the methods and why they use them)*

- **GENDER FOCUS:** How did you feel as instructor teaching female teachers? Did you have problems in some situations?
 - ➔ *Please describe and discuss in group*
 - ➔ *co-moderator collects the most important points and write them on flipchart*
 - ➔ *OR (Moderator/Co-Moderator to start with asking how many female participants were in their training (s)? What is their opinion on the female participants participation? If there was/were problem encountered? If yes, what was/were the challenges/problems? What is their opinion on involving more female participants in the training? Or their experience sharing/suggestion on how to involve more female participants in the training. The answers to be documented in a flipchart)*

- **FEEDBACK:** How did you collect feedback during your workshop? What is your opinion on the feedback method that you used (in terms on time duration, effectiveness, etc.?) What kind of feedback did you get at the end of the workshop? What did you use the feedback from participants for?
 - ➔ *Please write 1-3 aspects on your personal card*
 - ➔ *Feedback methods and their remarks will be written in the flipchart by co-moderator*

- **SUPPORT:** Where do you feel you need further support? What kind of support? Support from whom?
 - ➔ *Please discuss in group*
 - ➔ *co-moderator collects the most important points and writes them on flipchart (co-moderator could ask instructors to write on personal cards (a) which area for support (b) what kind of support (c) from whom can he/they get the support, and place them on the flipchart according to the categories)*

Short Follow-up Focus Group discussion at the end of the workshop

III. Outlook

- **Reflection:** (a) Which aspects will you change for your next workshop? (b) What are your “lessons learnt”?
 - ➔ *Instructors to write the answer on a card (one aspect in a card – maximum 3). Collect the aspects together on flipchart according to categories (a) and (b)*
- (a) Which aspects of this refresher workshop have been new for you? (b) Which aspects you will use next time in your workshop? And why?
 - ➔ *Please write 1-3 aspects on your personal card*
 - ➔ *Aspects will be named in group, cards collected afterwards.*
 - ➔ *OR (Instructors to write the answer on a card (one aspect in a card – maximum 3). Collect the aspects together on flipchart according to categories (a) and (b) including the reasons*

To prepare:

1. Flipchart
2. Metaplan/personal card
3. Recorder
4. Stationary

For Moderator/Co-Moderator:

1. Specify the objectives and information needs of the focus group discussion at the beginning of the session.
2. Break down the major topics into discussion points or themes (aspects)
3. Prepare probe questions
4. Document/write all the responses/answers from the instructors