Tool 4.5: Feedback forms

Participant feedback

Please rate the extent to which you agree with the following statements about your experience (scale 1 – 5, strongly disagree – strongly agree)

Date and time of focus group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Culture focus groups: participant feedback | | | | | |
| I understood the purpose of the focus group | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| I felt comfortable participating in the focus group | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| I found the questions were relevant to me in my role | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| I found the questions were clear and easy to answer | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| I felt there was enough time to discuss each question | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| ­I felt it was a good way to learn more about the culture and leadership programme | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| Are there any ways we could have made the experience better for you? | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| I felt that there was a good  representation from all  demographics in this  organisation. | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |

Facilitator feedback

Following the focus group, please rate the extent to which you agree with the following statements about your experience (scale 1 – 5, strongly disagree – strongly agree)

Please complete the following information about the focus group you have just run:

Date and time of focus group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Culture focus groups: facilitator feedback | | | | | |
| I understood the purpose of the focus group | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| I felt adequately prepared to conduct the focus group | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| What format did you use for the focus group? | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| What went well? | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| What were the challenges? | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |
| What should we do differently in future? / How could we do it better? | Strongly disagree |  |  |  | Strongly agree |
| 1 | 2 | 3 | 4 | 5 |