

10 tips for running a Focus Group.

Here are a few top tips to help you make your next focus group effective and efficient!



1

Plan and prepare by defining objectives and creating a discussion guide.

2

Recruit participants paying close attention to potential group dynamics.

3

Create a welcoming environment conducive to open discussion, take time to build rapport.

4

Establish ground rules to encourage honest conversation, including confidentiality.

5

Act as a facilitator as opposed to conversation leader. Practice active listening.

6

Manage group dynamics.

7

Record and document with the participants' consent.

8

Be adaptable and allow for flexibility in conversation.

9

Summarize and validate with participants.

10

Be appreciative, consider remuneration.

For more info on **focus groups**, check out the following links:

- [Focus Group Information Letter and Consent Form Template](#)
- [Focus Group Moderation Guide Template](#)



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ACADEMY

Manual For The Use Of Focus Groups

Albert R. Roberts, Kenneth Yeager



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