

Structured Process for Focus Groups

The purpose of the Focus Groups is to learn more about how administrators in local government and community-based NGOs that provides direct social services, as well as faculty in social work education, view good practices for vulnerable populations. A suggested approach to solicit this information is to ask the participants to

1. Make lists of various aspects of good practices. Give them 10 minutes or so to make the list.
2. Ask each participant to mention one of the items on their list, going around the table until everyone has had an opportunity to mention one item.
3. Put each item on a flip chart.
4. Repeat the process asking each participant to mention a second item, giving everyone an option to pass if all their ideas have already been listed. Continue until all different items have been posted.
5. Discuss the posted items by combining them into categories, if possible.
6. Ask each participant to prioritize the categories with the most important being first.

Some suggestions for appropriate lists might include listing:

- ❑ Three items that contributes to good practice in local government and community-based NGOs that provide direct social services.
- ❑ Three primary characteristics of good practice in local social service agencies.
- ❑ Two major impediments to good practice at the local level.
- ❑ Three best ways to develop partnerships between government social service providers and the community.
- ❑ Four best ways to develop sustainable and effective partnerships between government ministries and local NGOs.
- ❑ Four best ways to involve social work educators in the delivery of good practices at the local level.