

[Project Name]

Focus Group Moderator Guide

[Tip: look for square brackets to update this template with your content]

Date: _____

Moderator: _____

Focus Group Details

[Include details of the focus group to reference.]

[Example:

- Focus groups will be [1-1.5 hours] in length
- The number of the participants will be between [4 - 8 people] in each group
- The moderator will facilitate the discussion, not lead it
- Focus groups will be audio recorded and transcribed afterward
- Findings will be included in an evaluation report delivered to [Organization]

Sample Focus Group Guide

Padhraic Smyth



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