

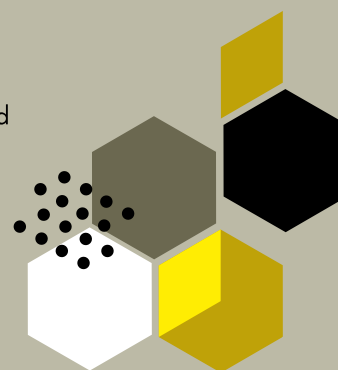
EXAMPLE OF AN FGI SCENARIO CONCERNING TRAINING NEEDS

I. OBJECTIVES OF THE FOCUS GROUP INTERVIEWS

- Obtaining preliminary information on the training needs of young people
- Collecting data for preparing the CATI questionnaire which will be conducted in the second stage of the research

II. TARGET GROUP

People responsible for personnel management and / or training in organisations.



III. MEETING AGENDA

1. INTRODUCTION (duration - ca. 20 minutes)

a) **Welcoming and explaining the purpose of the meeting** (text: *Ladies and Gentlemen, my name is ... and welcome to the meeting that has been organised by ... to gather information on the training needs of young people. Our meeting is being held as part of the "XYZ" project. This project is financed by ... and implemented in cooperation with ... The aim of the project is ...*)

b) **Introduction of FGI participants**

c) **Information about recording the interview, assurance of anonymity** (text: *Our meeting will be recorded in audio form. This is necessary due to the inability to accurately note down your statements. I assure you that no one will be quoted by name, and the record of our conversation and any personal data regarding its participants will be used for research purposes only and will not be disclosed to any unauthorised persons*)

d) **Discussion about the principles of the meeting** (text: *in order to facilitate the course of our conversation, I suggest following some principles:*

- everyone has the right to express their opinions - we are not obliged to be unanimous. Every opinion is important and valuable to us - there are no good or bad statements, we want them to be honest,
- we will not interrupt each other - only one person will speak at a time. We will mainly address the other participants of the meeting, not the moderator who only supports our discussion,
- if there is a misunderstanding, please explain the matter. The moderator will also make sure that he / she understands your statements well,
- we will turn down or turn off mobile phones,
- we ask the participants to stick to the topics of the meeting - the role of the moderator will be, among others, to bring the discussion on to the right track in order to shorten digressions and ensure that participants do not leave the main thread of the discussion.)

2. OPENING DISCUSSION (duration - ca. 60 minutes)

2.1. **The extent of young people's training needs** (approx. 30 minutes)

- a) Do young people participate in any training? What are their topics / duration / form?
- b) What factors make it difficult for young people to participate in training?
- c) What conditions should be met for young people to take part in training? What barriers may hinder their participation in training?

2.2. Motivation of young people to participate in training (approx. 30 minutes)

- a) To what extent are young people interested in participating in training?
Are there any differences in training needs due to their gender?
What is the reason for these differences?
How can you motivate these two groups of young people to improve their qualifications?
- b) How big is their interest in e-learning training?
Do young people participate in this type of training? If so, in what kind?
- c) What kind of training are young people most interested in – stationary, mixed, remote?

3. SPECIFIC ISSUES (duration – ca. 60 minutes)

3.1. Thematic areas of trainings – prioritisation (approx. 30 minutes)

- a) Please indicate the topics of training that could be implemented by organisation X as part of full-time / distance / mixed education: scopes / thematic areas and specific issues (brainstorming).
- b) Which of these areas of training should be implemented first?

3.2. Terms of participation in training (approx. 30 minutes)

- a) When would the training take place?
Will young people be able to participate?
Should stationary training take place in the evening or at the weekend?
Where could it take place?
- b) Do young people have the equipment and competences for e-learning?
- c) How long could remote training last?
- d) What may prevent young people from participating in distance education?

4. SUMMARY (duration – approx. 15 minutes)

- a) Collecting and wrapping up the information obtained – conclusions.
- b) Information on how the findings will be used.
- c) Thanks for participating in the meeting.

