



Focus Group Training Rubric Worksheet

Evaluator:	Date:	
Scoring Guide: 1 = Needs improvement, 2 = Competent; 3 = Great job		
	Score	Notes
Facilitator Skills		
Welcome and Introduction <ul style="list-style-type: none"> Puts participants at ease with small talk before group begins Ensures that all participants understand goals, voluntary participation, and limits of confidentiality 		
Facilitation <ul style="list-style-type: none"> Appears to listen attentively Uses nonverbal cues to encourage responding Uses a conversational tone rather than sounding like reading a script Pauses after someone speaks to see if there are further contributions Encourage different ideas or perspectives from the group VIRTUAL: Calls on participants by name to support engagement 		
Knowledge and Preparation <ul style="list-style-type: none"> Demonstrates familiarity with the guide (e.g., able to change order of questions smoothly for flow when needed) Able to clarify questions when asked 		
Group Management <ul style="list-style-type: none"> Keeps discussion on track (on topic) Redirects dominant voices that are excluding or influencing others or talking too much Invites quieter participants to contribute and affirms their contributions 		

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Learn more about Safety 7 at <https://www.childtrends.org/project/centering-youth-experiences-youth-participatory-action>.

<p>Following up on Responses</p> <ul style="list-style-type: none"> • Asks follow-up questions (probes) as needed to clarify and add insight • Encourage participation with repetition/paraphrasing or neutral comments (e.g., "thank you" "that's interesting" "how do others feel about that?") • Avoid verbal responses that show judgment, either positive or negative (e.g., "that's good" "excellent" "wow!") 		
<p>Wrap Up</p> <ul style="list-style-type: none"> • Summarizes what has been learned • Check for confirmation/anything to add 		
Focus Group Assistant		
<ul style="list-style-type: none"> • Ensures all logistics are taken care of (including recording) • Handles any logistical and technology problems • Takes detailed notes • Adds any key points to the facilitator's summary • VIRTUAL: Manages all technology including reading chat out loud 		