

## Workplace Violence Focus Group Activity

### Steps to run an effective focus group:

1. Ensure adequate time is scheduled (1-2 hours).
2. Set up the room with round tables, (4-8 participants per table).
3. Distribute all materials and worksheets prior to the activity.
4. If all employees are not from the same work area or perform different tasks, participants must be grouped with similar workers for this activity to be effective.
5. If the participants do not already know each other, everyone should introduce themselves to the people at their table.
6. Inform the participants of the purpose of the activity and the importance of their participation.
7. Define workplace violence.
8. Solicit any questions or comments participants may have at this time.
9. Read activity instructions.

### Instructions:

- If possible a competent facilitator should be assigned to each table.
- The facilitator will record; responses to questions, noteworthy comments or experiences shared, and keep the group moving through the activity.
- If facilitators are unavailable, each table should elect a spokesperson and a recorder to keep track of responses and key discussion points.
- The facilitator or spokesperson should read each question to the group.
- Give the group a few moments to think about the question.
- Have the group discuss and answer the question.
- Record responses.
- Move on to the next question until completed.
- Time permitting; ask each individual group to report to the larger group.
- Discuss similarities and difference between responses.
- Record all findings.

### Questions:

1. List all job titles in the specific department or area that you work in.
2. List basic job functions or tasks for each title.
3. Identify where each task must be completed.
4. List all risk factors or situations that may place an employee at risk.
5. In your opinion, what are the three leading causes of violence in your area or department?
6. If you were in charge of safety, what practical steps would you take to reduce the risk of workplace violence in your area or department?
7. In your opinion, what are the greatest obstacles you will face in implementing these practical steps?