



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

FOCUS GROUP FACILITATOR PANEL

In response to requests from Schools via the Annual Faculty Quality Report, Trinity Teaching & Learning has established a panel of trained focus group facilitators and note-takers, who are available to Schools/Disciplines to conduct focus groups with students around module and programme evaluation.

How can I book a facilitator and note-taker to conduct a focus group?

To access the Focus Group Facilitator Panel please contact the Quality.Officer@tcd.ie email detailing the proposed date, time and purpose (module name, programme title, cohort details), of your focus group.

The Quality Office will check the availability of trained focus group facilitators and note-takers who have completed the Trinity Teaching & Learning 'Facilitation Skills Workshop'. The Quality Office will also check whether the panel member has any conflict of interest relevant to the module or programme under review and the cohort of students attending the focus group (e.g. is a TA or Demonstrator on the Programme).

Please refer to the *Procedure for the conduct of focus groups for student evaluation of modules and programmes* for details on the roles and responsibilities of Schools/Disciplines, the Facilitator and Note-taker, and the Quality Office.

Interested in becoming a Focus Group Facilitator?

If you are an academic, administrator, post-graduate student representative (e.g. Faculty Convenor, post-graduate taught representative on the School Executive, or Postgraduate Research student/Graduate Teaching Assistant) and are interested in participating in a future Focus Group Facilitation Skills Workshop, please register your interest by emailing the Quality.Officer@tcd.ie. Your name will be added to the list of interested participants and you will be contacted when the next workshop is scheduled. It is anticipated that two workshops of 8-12 participants will be held annually.