SAMPLE ONBOARDING FOCUS GROUP DISCUSSION (FGD) PLAN

OBJECTIVE: Focus group discussions (FGD) are aimed at providing staff with the opportunity to further expand on the responses provided on the Onboarding Survey. During the FGD, staff should be able to explain the rationale behind some of their recommendations and add other ideas on how the on/off boarding process may be enhanced. It is recommended that the focus group be conducted after the completion of the survey.

1. **INTRODUCTIONS**: 3 min
   a. Facilitation team
   b. Focus group purpose

2. **QUESTIONS:**

   a. **35 min:** ONBOARDING – brief explanation
      i. ACTION – INFORMATION AND PROCESS: What was most helpful to you in getting you ready for the assignment and transition to post? What are specific actions we should do more of? What key information should we continue to provide? Describe the process that made these actions/information effective.

         EXAMPLE: One of you described it on the survey as "**THE GOLD STAR ORIENTATION."** Another person referred to **a binder with Information to serve as reference).**

      ii. ACTION- INFORMATION AND PROCESS: On the other hand, what was less effective that we should either (a) eliminate or (b) improve? How do you think we should improve? Provide sample responses from the survey that would be helpful to further understand.

         EXAMPLE: Some comments from the survey refer to back to back meetings with the same folks-meeting ineffective. How could we make them more effective?

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b. **10 min**: What should we do to promote staff empowerment and leadership?

c. **15 min:** To further integrate Knowledge Management and Organizational Learning (KMOL), it is necessary to look for opportunities to increase knowledge retention and continuous learning from portfolio reviews, partner meetings, PAD/activity designs, mid-course stocktaking, procurement/contracting, and communication strategies. **Would you please share your thoughts on how to incorporate KMOL within a project cycle and/or business process?**