

## Tips for Participating in Focus Groups

Participating in focus groups is a valuable opportunity to share your unique perspective and contribute to meaningful discussions on lung health. At LHF, focus groups are designed to gather diverse insights and feedback to enhance our programs and initiatives. Your engagement helps shape the future of lung health advocacy and support. To make the most of your participation and ensure a productive session, follow these tips for a successful and respectful focus group experience.

### Set Yourself Up for Success

Ensure you are in a quiet location free from distractions. This will help you focus and ensure the LHF facilitator, as well as other participants, can hear you clearly. If preparation materials are provided before the focus group, review them thoroughly. This will give you the background information needed to engage effectively in the discussion.

### Protect Confidentiality

Know that your personal information and opinions will not be shared outside the group without your consent. We are committed to maintaining confidentiality. Keep the details of the conversation within the group. Do not share any discussions or topics with others to respect the privacy of all participants.

### Respect Co-Participants

Contribute to an inclusive atmosphere where everyone feels valued. Approach others' contributions with respect and avoid judgment. Be attentive and considerate while others are speaking. Everyone's perspective is valuable.

### Practice Patience

If you have thoughts or ideas while listening, jot them down and wait for your turn to speak. On platforms like Zoom, ensure you are on mute when others are talking to avoid interruptions. If you want to speak, use the raise hand feature to signal your intent, ensuring a smooth flow of conversation.

### Actively Listen to Build Your Feedback

Pay attention to others' comments as they may inspire your own reflections and insights. Use any pauses or silent moments to think deeply about your response and how it contributes to the discussion.

### **There Are No Right or Wrong Answers**

We are not seeking group consensus but rather your individual insights and feedback. Be Authentic! It's perfectly okay to respectfully disagree with others. Your honest opinions are valuable. If you're unsure or prefer not to answer a question, it's completely acceptable to refrain from responding.

### **Be Descriptive**

When asked open-ended questions, try to offer detailed explanations. The facilitator may ask "why" or "how" to understand your perspective better, so providing rich, descriptive answers helps us gather comprehensive feedback.

### **Ask for Help if Needed**

If you don't understand a question or a comment from someone else, don't hesitate to ask for clarification. If you encounter technical issues, contact the LHF facilitator for assistance to ensure you can fully participate.

Effective participation in focus groups involves preparation, respect, and clear communication. By setting yourself up for success, protecting confidentiality, respecting others, and providing thoughtful feedback, you'll contribute meaningfully to the discussion and help us gather valuable insights.

