ORANGEBOX
DIGITAL TOOLKIT BY HCI
Focus Group Questions

To get an understanding of the experiences of diversity, equity, inclusion, and belonging of your workforce, use these questions in a focus group. Effective focus groups are made up of less than ten people with diverse backgrounds and unique perspectives and have one or two moderators. The second moderator takes notes and makes observations on the dynamics among participants to uncover blockages in communication that may prevent authentic needs and opinions from surfacing. Offer at least an hour and a half for these groups to give ample time for pauses to think.

1. Identify the sense of belonging:
　　1.1　What does it mean to have a sense of belonging in a group of people?
　　1.2　What does it feel like for you?
　　1.3　When you feel you belong, are you more comfortable being yourself?
　　1.4　Is a feeling of belonging more about mutual respect for you? Acceptance? What other words would you use?

2. Identify the sense of belonging in the workplace:
　　2.1　Are there places and times at work where you experience these feelings of belonging?
　　2.2　Are there places and times at work that you feel a *lack* of belonging?
　　2.3　What work activities or conversations are happening at these places and times?
　　2.4　Do you feel emotionally or socially supported at work? By your team?
　　2.5　Do you feel your team recognizes your contributions?

3. Connecting a sense of belonging to workplace practices:
　　3.1　What are some of the ways your team can identify and highlight the strengths of its members?
　　3.2　Are there places and times when you feel your team communicates better than others?
　　3.3　Are there processes or policies that limit or enhance the successful communication or cooperation of the team?
　　3.4　What are the ways you, your team, and your organization can support each other, not just in your work, but as a community of people?

4. Connecting a sense of belonging to workplace outcomes:
　　4.1　When you feel a sense of belonging at work, do you notice changes in your motivation to perform work tasks or assignments?
　　4.2　When you experience a sense of belonging at work, are you more likely to share your ideas? Give and receive feedback?
　　4.3　How does a sense of belonging shape the kinds of performance reviews or feedback that you give for yourself and others? Are you more or less honest and open? About which behaviors?