



Focus Group Reflection for Leaders

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Purpose

This focus group reflection supports leaders to facilitate open conversations with staff about staff wellbeing, listen for emerging themes, and support the team to identify strengths, areas of need, and agreed actions to strengthen staff wellbeing practices.

How to facilitate this reflection

- Display the questions on posters around the room or on a shared screen
- Invite staff to respond individually using sticky notes, written responses on the poster, or provide the focus group reflection sheet for individual completion
- Allow time for individual reflection before group discussion
- Encourage open discussion after individual input
- Provide space for anonymous or confidential contributions if preferred
- Group similar responses to identify key themes and priorities
- Support the group to move from discussion into agreed next steps

Key discussion prompts

- What are our agreed next actions? (including who is responsible and timeframes)

- Record key reflections, suggestions, and highlights from the session

Reflection notes

- Areas of strength to acknowledge and build on
- Any emerging concerns or patterns
- Follow-up actions or items to raise with leadership/leadership team