

Moderator Template Guide

ACME, Inc. December, 2012

Intro & Setup (3 min)

Greeting

Hi, I'm Stephanie from ACME calling in regards to the survey you filled out. Do you still have time now to participate in a 60 minute phone interview? Are you able to use your web browser and your phone at the same time? Great! One thing about the call today, is that we're going to ask you to join an online meeting so we can follow along with your screen movements, just for the duration of this interview, is that okay?

Overview and Permission to record

Before we get started I would like to tell you a little bit about what we are doing today. We're collecting feedback on the experience of acme.com. Basically, I'll ask you some questions while you look at the website. This will take about 45-60 minutes. With your permission, I'll record the session, only for use in this study. Is that ok?

Participant Setup

Do you have your web browser handy? Okay when you're ready I'm going to need you a short URL to type in your browser so we can get started, but do not type .com at the end. That's the only thing you have to remember. Let me know when you're ready? Great, it's just gotolisting.com. So that's g-o-l-i-s-t-i-n-g-.c-o-m.

When that loads you should see a few pink buttons. Go ahead and click on the first (button), that says GoToListing. It's going to install a small plug-in in your browser to coordinate our session today. That'll take a minute, so just tell me when it's done.

After that, you can just enter your first name into the guest box - we don't need your email.

So I can now see that you've successfully joined the meeting. Do you have mic and speakers on your machine? (It's okay if you don't, we can still do the study) Now I'd like to check the audio - if you haven't done so yet, on the GoToListing Control Panel, please check the button for 'Use mic & speakers.' under 'Audio.' Can you hear me okay? Now we can hang up the phone - the rest of the meeting will take place through the computer.

Great! Next I'm going to make you a presenter. You'll see the prompt coming your way and you'll see a button appear that says Share My Screen.

Before you click that, if there's anything that you'd like to move around or hide because it's confidential, go ahead and do that first. Whenever you're ready to share everything that's on your screen, let me know.

Moderators Guide Template

Francine Gemperle



Moderators Guide Template:

Qualitative Data Collection Tools Felice D. Billups, 2019-12-20 *Qualitative Data Collection Tools* is a new and unique supplementary text that will guide students and new researchers to design develop pilot and employ qualitative tools in order to collect qualitative data An often omitted subject in general qualitative textbooks qualitative tools form the backbone of the data collection process Students and new researchers are frequently left to create their own qualitative tools from scratch an unnecessary hurdle in the qualitative research design process Author Felice D Billups has used her experience as a qualitative researcher and in teaching and advising students about qualitative research to develop the templates in this book as a starting point for readers conducting original qualitative research The author briefly describes each method of data collection and offers readers suggestions for using and adapting the qualitative instrument templates within the text Templates of interview protocols focus group moderator guides content analysis tools document analysis tools reflective questionnaires diary and journal logs and observational rubrics give the reader either a cut and paste solution for their own research or a starting point to design their own personalized qualitative tools The first three chapters illuminate the qualitative data collection process and the role each type of qualitative tool plays in that process The next six chapters provide detailed guides and numerous templates for each qualitative data collection method covering interviews focus groups conversation and discourse analysis observations document analysis field notes journaling and other reflective practices A final chapter pulls together the multifaceted nature of qualitative research design and connects each tool back to the methodology to ensure trustworthiness and rigor in the data collection and instrument development process Exemplars populate the appendices offering readers concrete inspiration for ways to use and adapt the tools provided If you have ever puzzled over how to best to design qualitative tools in order to guide and structure your qualitative data collection or if you are embarking on your first qualitative study *Qualitative Data Collection Tools* will give you a practical starting point to help make your qualitative data collection process easier and more organized

Using Focus Groups to Listen, Learn, and Lead in Higher Education Mona J.E. Danner, J. Worth Pickering, Tisha M. Paredes, 2023-07-03 *Using Focus Groups to Listen Learn and Lead in Higher Education* presents an easy to use 6 step guide to help leaders in higher education listen to and learn from their stakeholders in order to enhance decision making The big questions facing institutions today especially those surrounding access affordability and accountability require more than dashboards Metrics and quantitative data alone do not offer lasting solutions and improvements Using qualitative methods to listen to the voices of those involved especially students and staff is critical Focus groups constitute the most appropriate rigorous and relevant qualitative research tool for this purpose and one that is cost effective and builds community when conducted using the ODU Method described in this book *Using Focus Groups* is a single comprehensive and practical resource that describes why when and how to use focus groups The authors provide detailed guidance for using focus groups from developing the research questions with

stakeholders through training and recruiting moderators and identifying and recruiting participants to the logistics of conducting focus groups and ultimately analyzing data and developing final reports Conversational vignettes illustrate the discussions that regularly occur in each step and help the reader better understand the process Fifteen appendices provide templates and examples of every part of the process Written particularly for institutional research and assessment staff and upper level administrators this book will also appeal to deans department and program chairs and directors faculty leaders and administrative unit directors including those in auxiliary and student services alumni associations and university foundations It also serves as an excellent resource for higher education research methods courses The authors are uniquely positioned to guide readers in this process The team developed and refined this technique over two decades at Old Dominion University They have conducted over 100 focus groups with campus nonprofit local and international community organizations to assist them in assessing student learning transition and preparedness for the workforce as well as evaluating organizations work and planning future projects

Handbook of People Research: Deriving Value by Asking Questions Francine Gemperle, 2019-01-17 You don't know enough about people People grow and change constantly impacted by the cultures they create and the global systems that surround them Conducting People Research is an opportunity for students and professionals in creative technical and business fields to understand people and use that understanding to drive better outcomes People Research is for anyone whose work is dependent on people as customers or constituents It leverages the expertise of the humanities to drive innovation and value across industries People Research starts with a mindset shift get ready to ask questions and admit to what you don't know about people or where you've been just guessing By developing an inquiry working with some basic tools and engaging with people you will quickly gain insight about the situations they experience and identify new opportunities setting direction for the future This book is a guide to succeeding at People Research Presented here is a basic framework for conducting research with people to inform design This framework is focused on describing key decision points and thinking cues in the planning engagement analysis and sharing of research But this book doesn't simply describe a process it's a handbook that includes worksheets tools and tips for people who plan to actually conduct people research for work or school Throughout the book readers can follow a sample project undertaken by a fictional team conducting research creating insights and finding some new product opportunities their company is positioned to fill By doing research thoroughly and well you position yourself and your organization to derive value from the effort and leverage it to make the right things in ways that serve people This is a practical hands on guide that you will refer to again and again as you build experiences doing your own People Research publisher's website Michigan School Moderator, 1918 **Moderator-topics**, 1921 Identification of DWI Behavior Patterns and Methods for Change. Final Report C. Behrens, 1983 *Scholae Academicae* Christopher Wordsworth, 1910 *The Township Manual for the State of Minnesota* Walter Sherman Booth, 1899 *The Justice's Manual for the State of Minnesota* Walter Sherman Booth, 1890

Research Methods in Psychology Glynis M Breakwell, Sean Hammond, Chris Fife-Schaw, 1995-02-16 A non technical introduction to the key quantitative and qualitative research methods employed in psychology and across the sciences

Qualitative Research Online Thomas W. Miller, Jeff Walkowski, 2004 What do we know about online focus groups and chat rooms bulletin boards online interviewing and online communities How can social and business researchers use new technology to learn about people and consumer behaviour This book addresses these and other questions and provides a balanced review of online qualitative research

Manual of Presbyterian Law and Usage, 1873 **Journal of Alcohol and Drug Education**, 1997 **Journal of the American Dietetic Association**, 1991 **Quality Improvement Tools & Techniques** Peter Mears, 1995 This book presents full descriptions of all of the important QI techniques and the specific tools necessary to make each of them work in a logical easy to use manner There s also an ongoing case example appearing throughout the book which illustrates and illuminates various QI principles and practices

Customer Satisfaction Measurement and Management Earl Naumann, Kathleen Giel, 1995 This is the definitive resource on how to survive the ever increasing levels of customer expectation and make the voice of your customer your biggest ally Learn how to implement a customer satisfaction measurement and management program that permeates every level of your company for becoming truly customer driven is essential for survival in the 21st century

Educational Evaluation W. James Popham, 1993 New edition of a text comprising 17 detailed chapters on the theories and models of educational evaluation as well as the various techniques of gathering data sampling measuring the hard to measure analyzing and evaluating results and understanding the issues Annotation copyright Book News Inc

Conducting Research with Children and Adolescents Julie Tinson, 2009 Based on key academic concepts in the field and summaries of seminal papers this resource provides up to date examples of research projects that have been conducted with children in order to help researchers plan and design their projects

Mass Media Research Roger D. Wimmer, Joseph R. Dominick, 1987 Quality media is the result of meticulous research MASS MEDIA RESEARCH AN INTRODUCTION shows you how it happens from content analysis to surveys to experimental research then gives you expert tips on analyzing the media you encounter in your daily life Plus this media research textbook is packed with study tools and review aids to help you get the grade you need in class as well

Clinical Practice Management Robert J. Solomon, 1991 Step by step guidance in designing and managing the business aspects of a private clinical practice is the focus of this resource it includes all of the business functions of a typical medical practice start up and planning management marketing finance and accounting business law and management information systems plus numerous case studies

Whispering the Strategies of Language: An Mental Journey through **Moderators Guide Template**

In a digitally-driven world wherever displays reign great and immediate communication drowns out the subtleties of language, the profound secrets and mental nuances hidden within words often move unheard. However, set within the pages of **Moderators Guide Template** a charming fictional treasure pulsating with raw feelings, lies an extraordinary quest waiting to be undertaken. Composed by a talented wordsmith, that marvelous opus attracts readers on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within ab muscles fabric of each and every word. Within the mental depths with this poignant evaluation, we can embark upon a sincere exploration of the book is core themes, dissect their interesting writing style, and succumb to the powerful resonance it evokes serious within the recesses of readers hearts.

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