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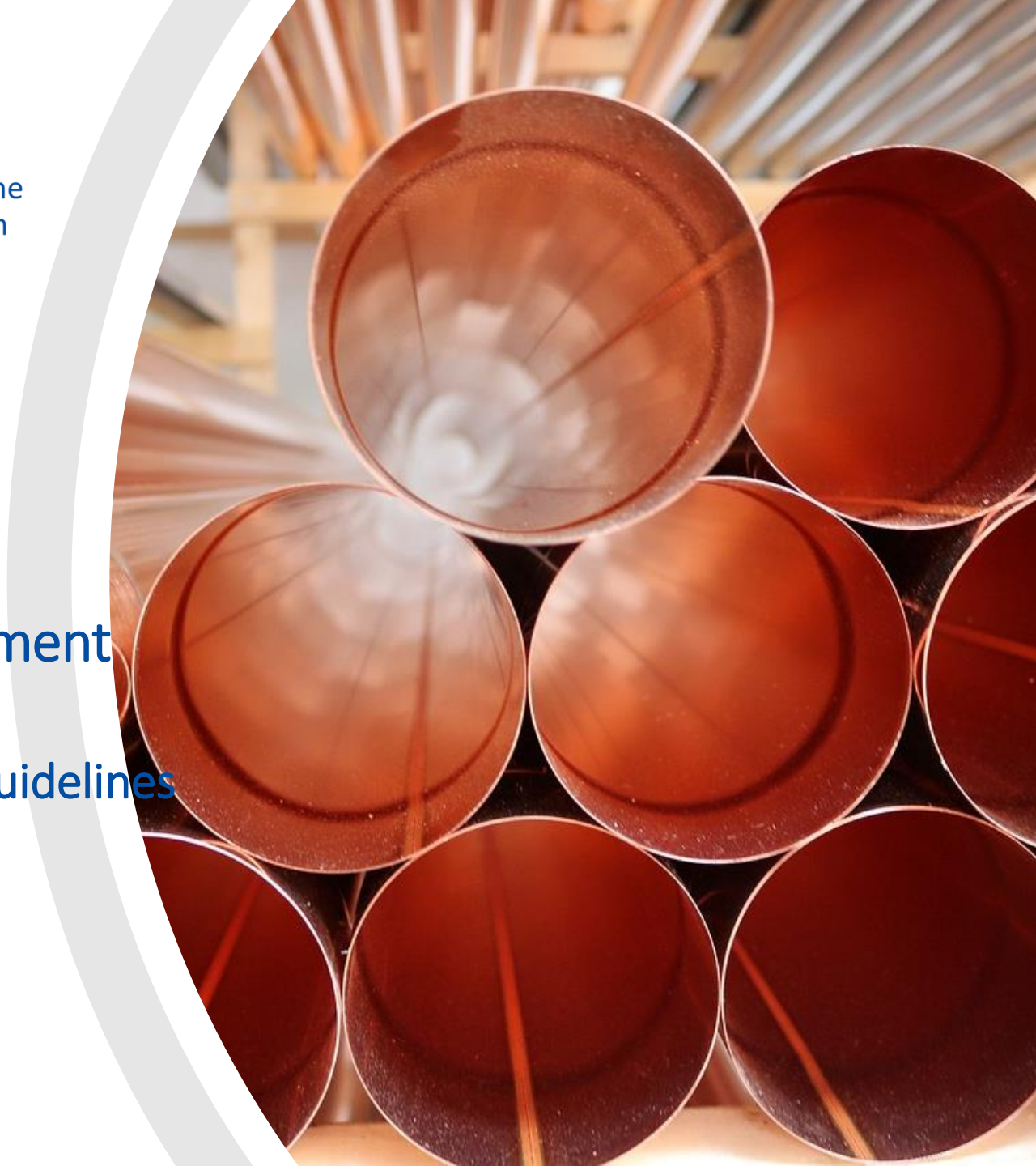


Co-funded by the
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SkiComCu

Del.2.1. Report on training needs assessment

Annex 3 Focus Group Interview Scenario and Guidelines



WHAT AND WHY?

What: generally about Focus Group Interview (FGI)

- A focus group is a research technique used to collect data through group interaction;
- The group comprises a small number of selected people (usually 5-12) who discuss a given topic answering questions;
- Research scope should be defined;
- The discussion is run by moderator/ facilitator (as an active participant), according to the scenario;
- Duration: usually about 90 min;
- Questions (usually a few): open-ended and flexible, impossible to answer „yes/no”, neutral, unambiguous (getting stright to the point);
 - Engagement questions (making your participants feel comfortable and at ease)
 - Exploration questions (drilling down to the focus of your analysis)
 - Exit questions (picking up on anything you may have previously missed in your discussion)

Why:

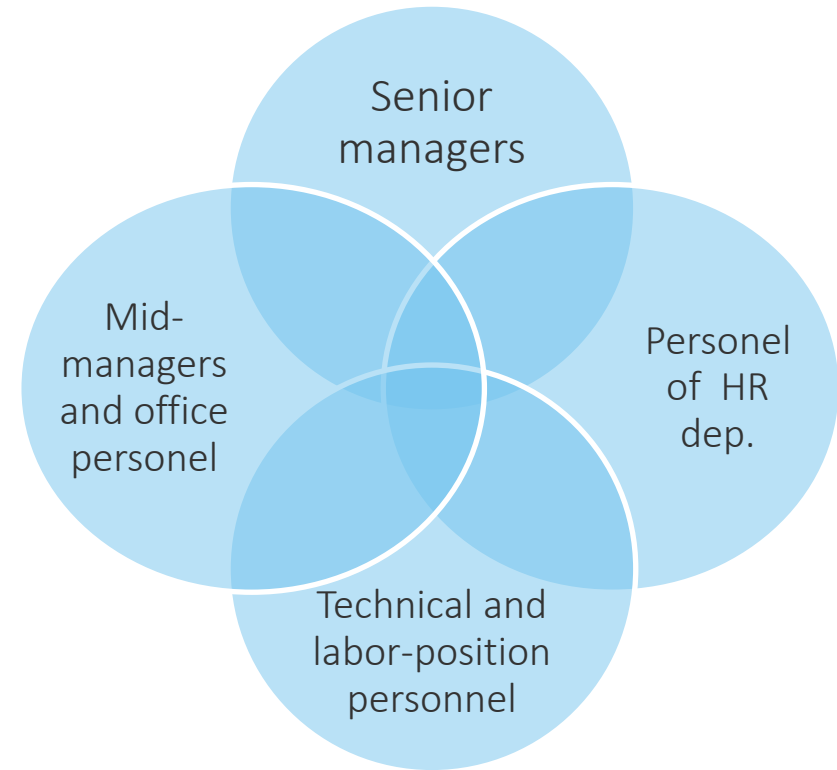
- To identify competence gaps for current and future employees of Cu sector (obtaining additional data to supplement the on-line surveys results).

SKICOMCU WP2 COMPOSITION OF A FOCUS GROUP

8 people representing different groups of employees

Suggested proportion:

- 3 mid-managers/office personnel
- 3 technical and labour position personnel
- 1 senior manager
- 1 representative of HR department



WP2. A FOCUS GROUP SCENARIO (ONLY 6 QUESTIONS)

Engagement question (making your participants feel comfortable and at ease)

1. You are all employees of the copper sector. What are your views on the challenges facing the sector?

Exploration questions:

2. What are the most urgent competency gaps in the sector?

Comment: if necessary, moderator should guide participants to consider: 1) employees at different levels and different areas in the Cu sector (from senior managers to labor position personnel); 2) different types of potential competency gaps, i.e. technical, digital, soft, managerial.

3. Is the training offer for developing the competences of current workers of the copper sector (reskilling, upskilling) accessible, satisfactory, based on the latest technical developments? How should it be improved?
4. How to attract new employees to the Cu sector?
5. What difficulties do Cu sector companies face in recruitment processes? Does the development and/or updating of job descriptions and vacancies require competence development of HR staff?

Exit question(s) - should depend on the course of the discussion, e.g.:

6. What training (subject matter) would you sign up for today, but have not found the right offer on the market? What form of this training would suit you best (f2f/online/ blended learning)? **or**
We have today identified a number of skills gaps among copper workers, which translate into their many training needs. Let's try to prioritise them at the end, which needs do you consider the most urgent?

ADDITIONS

Ad. Engagement question (making your participants feel comfortable and at ease)

1. You are all employees of the copper sector. What are your views on the challenges facing the sector?

Some support/"base" for the 1st QUESTION (if needed):

- *Global trends that are most likely to transform the mining and metal industry, e.g.: ESG standards, climate-change, green transition, robotic and automatisisation, big data, others.*
- *Competences of the future;*
- *Most important skills;*

Additional questions (if possible):

if time allows, the moderator/facilitator may ask 1-2 additional questions to enrich the data obtained and exploit the potential of the FGI's participants:

- What are specific learning needs in the Cu industry areas : 1) exploration and mining; 2) metallurgical processing; 3) Cu manufacturing and recycling?
- Which health and safety risks in the Cu industry require specific education, information and awareness-raising measures?
- Which global mega trends have an impact on the copper sector? (If necessary, the interviewer can suggest mega trends such as technological advances, including Industry 4.0 & 5.0, sustainability, demographic change, globalisation)
- Which trends change the expectations and/or requirements for the competences in the sector? Are all Cu sector employees equally affected by the change in competency expectations? (the moderator should guide participants to consider employees at different levels and different areas in the Cu sector).

WP2. FOCUS GROUP GUIDELINES (1)

Guidelines:

- The most important **prerequisites for success** are:
 - the right selection of participants (ensuring a diversity of views and opinions on the issue of the competencies of Cu sector professionals),
 - competent, experienced moderator/facilitator
- The facilitators make an audio recording of the focus group discussion (consent of the participants is necessary) and write a brief report summarizing the key findings.
- Estimated duration: 90 minutes
- Data Protection issues: respect the policies applied in your organization
- Deadline: 31.05 for organising FGI ; 15.06 for written results sent to WP Leader
- No of meetings: 1 meeting per industrial partner (PL, EL, BY)

Extra tips for facilitators:

- Make sure you start and finish on time. Timely completion of the focus group shows to the participants that we respect the time they have allocated to take part in our research
- Build an atmosphere of trust that enables unconstrained discussion
- Keep an eye contact and maintain neutrality by neither verbally nor non-verbally approving or disapproving of opinions
- If necessary, use additional questions to elicit more information from the participants. For example:
 - “Could you tell me a bit more about that?”*
 - “Could you explain that in detail?”*
 - “How does it work in practice?”*
 - “Can you give us an example?”*

WP2. FOCUS GROUP GUIDELINES (2)

Prior to the FG	During the FG	After FG
<p>Before the focus group takes place, the facilitator should read all the questions/ issues to be discussed thoroughly to ensure that he/she is familiar with the topics and the structure of the discussion</p>	<p>5 min introduction:</p> <ul style="list-style-type: none"> • Thank the participants for taking part in the project. • Self-introduction of the facilitator and the institution. • Explain briefly the scope of the project • Brief description of the purpose of the focus group and how the results will be analyzed <p>Main Phase (80 minutes)</p> <ul style="list-style-type: none"> • Initiate the discussion, encourage participants to participate and give feedback. <p>5 min conclusion</p> <ul style="list-style-type: none"> • Thank the participants for their contributions to the project. • Ask the participants if they have any questions regarding the focus group, the use of the data and if they still give their consent for the use of their responses for research purposes. • Inform the participants that follow up of the research results will be provided to them, through the dissemination of the research reports. 	<p>After the completion of the focus group and while the discussion is still “fresh” in the facilitator’s mind he/she should decode the open-ended questions from the recording device and write a brief report summarizing the key findings.</p> <p>Send it asap (till 15.06.2024) to WP2 leader, who is responsible for updating the content of the report on the training needs for Cu sector workers (D.2.1.)</p>