



# Needs Analysis: Focus Group Interview Guide



## Introduction

Thank you for taking the time to speak with me today. This focus group interview aims to gain mutual knowledge of psychosocial factors that affect mental health and well-being at work in general and identify the need for interventions to improve mental health and well-being in your workplace. Here are some key points:

- Participation is voluntary.
- You may decide not to continue in the interview/project at any time without it being held against you (there will be no consequences).
- The results from this focus group can be reported – always aggregated and anonymously – at stakeholder meetings and feedback reports.
- Do you have any questions before starting the focus group interview?
- This session will take up to two hours.
- Please avoid reporting names or characteristics of the environment to safeguard privacy and respect others' anonymity, confidentiality, and privacy.



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## Questions About Perceptions, Knowledge, and Attitudes Towards Mental Health in the Workplace

- How would you describe a mentally healthy workplace?
- How is mental health communicated at your workplace? (Talked freely or stigma)
- What is the manager's responsibility concerning mental health, and what do they do?
- Are you aware of any policies and practices concerning mental health (e.g., work-home-friendly policies, onboarding/induction strategies, inclusion and participation practices, common meeting facilities)?
- What is currently done related to mental health issues at your workplace, and what could be done differently?

### Next Step

Continue the needs analysis process by completing the cognitive mapping exercise with employees.

Note: Please refer to [Step 2 of the H-WORK roadmap](#) for more detail.