Foundations For Change Focus Group Pack

# Information

This pack contains information on the focus groups for the Foundation for Change project.

If it is not accessible for you, you have questions or require assistance please email:

[F4C-surveys@breakthrough-uk.co.uk](mailto:F4C-surveys@breakthrough-uk.co.uk) or [k.ollerenshaw@breakthrough-uk.co.uk](mailto:k.ollerenshaw@breakthrough-uk.co.uk)

[**Click here to go to the booking links.**](#_Quick_Booking_Links)

## What are We Doing?

Co-producing a framework for a set of Workforce Standards of Inclusion for Disabled people and people with long-term health conditions. We are starting this work in Greater Manchester’s healthcare sector and Greater Manchester Local Authorities.

The framework will be a clear set of guidelines to make workforces more inclusive.

## How are we going to do it?

We have been looking at what already exists and have conducted a survey of disabled people in the workkforce.

Next steps are talking to Disabled people, people with long-term health conditions and their managers to understand real experience.. To do this we are holding focus groups.

## What will the Focus Groups be like?

The focus groups will be held on Zoom, people from all different parts of Greater Manchester Healthcare Organisations and Local Authorities can take part in the same group.

There will be specific groups for employees, managers,students, as well as those who are neurodivergent , Deaf/ hearing impaired people .

In focus groups we will talk about:

1. What physical, cultural, and procedural barriers do people face in the workplace?

2. What has worked to create safe spaces and enable staff in your workplace?

3. What development opportunities are available in your organisation?

## There are different Focus Groups to choose from :

* Open – open to all Disabled people or people with Long-term health conditions within the healthcare sector and local authorities.
* Deaf/Hearing impaired people – co-designed with and facilitated by members of Manchester Deaf Centre to provide sign language and inclusivity to the Deaf/deaf community and those with hearing loss.
* Neurodivergent sessions – co-designed and facilitated by members of Greater Manchester Autism Consortium to provide sessions which are inclusive to a range of Neurodivergences.
* Manager’s sessions – designed to get input from those who manage disabled people and people with long-term health conditions. Please indicate if you require reasonable adjustments.
* Student sessions - These sessions are designed specifically for disabled students on placement within Greater Manchester’s Health and Social care organisations.

# Quick Booking Links

Click these links to go to your preferred session

## Eventbrite – online booking system

Open: <https://www.eventbrite.co.uk/e/429035656197>

Deaf/hearing impaired people: <https://www.eventbrite.co.uk/e/429107551237>

Neurodivergent: <https://www.eventbrite.co.uk/e/429112606357>

Managers: <https://www.eventbrite.co.uk/e/429097852227>

Students: <https://www.eventbrite.co.uk/e/429110469967>

## Word Documents (print or email)

[Open Sessions:](#_Toc115781749)

[Deaf/hearing impaired people Sessions:](#_Toc115781750)

[Neurodivergent Friendly Sessions](#_Toc115781751)

[Managers:](#_Toc115781752)

[University of Manchester Students.](#_Toc115781753)

# How to Sign-up

## Eventbrite

You can sign up for a specific session on [Eventbrite](https://www.eventbrite.com/cc/foundations-for-change-focus-groups-1225909?utm-campaign=social&utm-content=creatorshare&utm-medium=discovery&utm-term=odclsxcollection&utm-source=cp&aff=escb) via this link.

Please sign up to two events in case we cannot meet your first choice

Once you have signed up you will receive confirmation of your place. Links will be sent at least an hour in advance of the session you have chosen via the email you provide.

If on the day you cannot attend and are able to please contact the project team via [f4c-surveys@breakthrough-uk.co.uk](mailto:f4c-surveys@breakthrough-uk.co.uk)

## Or You can sign up using the form below

This form should be returned via email to [f4c-surveys@breakthrough-uk.co.uk](mailto:f4c-surveys@breakthrough-uk.co.uk) or via post to:

For attention of: S. Berszinn

Foundations for Change Project

Ground Floor Parkway 3

Parkway Business Centre

Princess Road

M14 7LU

Don’t forget to include the consent form at the end of this pack.

## Dates & times of Open Sessions:

Open to anyone, who is a disabled staff member or staff member with long-term health conditions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Date | Start | End | I would like to attend (please check your preferred date/dates. If you check more than one, we will be in touch with your assigned session.) |
| Monday | 17/10/2022 | 10:00 AM | 12:00 PM |  |
| Monday | 17/10/2022 | 1:00 PM | 3:00 PM |  |
| Tuesday | 18/10/2022 | 10:00 AM | 12:00 PM |  |
| Tuesday | 18/10/2022 | 6:00 PM | 8:00 PM |  |
| Wednesday | 19/10/2022 | 1:00 PM | 3:00 PM |  |
| Wednesday | 19/10/2022 | 6:00 PM | 8:00 PM |  |
| Thursday | 20/10/2022 | 10:00 AM | 12:00 PM |  |
| Thursday | 20/10/2022 | 1:00 PM | 3:00 PM |  |
| Monday | 24/10/2022 | 10:00 AM | 12:00 PM |  |
| Tuesday | 25/10/2022 | 1:00 PM | 3:00 PM |  |
| Wednesday | 26/10/2022 | 10:00 AM | 12:00 PM |  |
| Thursday | 27/10/2022 | 10:00 AM | 12:00 PM |  |
| Thursday | 27/10/2022 | 6:00 PM | 8:00 PM |  |
| Monday | 31/10/2022 | 6:00 PM | 8:00 PM |  |
| Tuesday | 01/11/2022 | 1:00 PM | 3:00 PM |  |
| Wednesday | 02/11/2022 | 1:00 PM | 3:00 PM |  |
| Thursday | 03/11/2022 | 6:00 PM | 8:00 PM |  |
| Monday | 07/11/2022 | 6:00 PM | 8:00 PM |  |
| Tuesday | 08/11/2022 | 10:00 AM | 12:00 PM |  |
| Monday | 09/11/2022 | 6:00 PM | 8:00 PM |  |

Don’t forget to include the [information form](#_Focus_Groups_Sign-up) and [consent form](#_Consent_to_Participate.) at the end of this pack.

## Deaf/hearing impaired Sessions:

Open to anyone, who is a disabled staff member or staff member with long-term health conditions who identify as Deaf/hearing impaired. These sessions will be designed to support those who use sign language.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Date | Start | End | I would like to attend (please check your preferred date/dates. If you check more than one, we will be in touch with your assigned session.) |
| Monday | 31/10/2022 | 6:00 PM | 8:00 PM |  |
| Wednesday | 02/11/2022 | 10:00 AM | 12:00 PM |  |
| Monday | 07/11/2022 | 1:00 PM | 3:00 PM |  |
| Tuesday | 08/11/2022 | 1:00 PM | 3:00 PM |  |
| Thursday | 10/11/2022 | 1:00 PM | 3:00 PM |  |

Don’t forget to include the [information form](#_Focus_Groups_Sign-up) and [consent form](#_Consent_to_Participate.) at the end of this pack.

Neurodivergent Friendly Sessions

Open to anyone, who is a disabled staff member or staff member with long-term health conditions who identify as Neurodivergent. These sessions will be co-designed with Greater Manchester Autism Consortium and facilitated by neurodivergent facilitators where possible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Date | Start | End | I would like to attend (please check your preferred date/dates. If you check more than one, we will be in touch with your assigned session.) |
| Monday | 31/10/2022 | 1:00 PM | 3:00 PM |  |
| Tuesday | 01/11/2022 | 10:00 AM | 12:00 PM |  |
| Thursday | 03/11/2022 | 10:00 AM | 12:00 PM |  |
| Monday | 07/11/2022 | 10:00 AM | 12:00 PM |  |
| Wednesday | 09/11/2022 | 6:00 PM | 8:00 PM |  |

Don’t forget to include the [information form](#_Focus_Groups_Sign-up) and [consent form](#_Consent_to_Participate.) at the end of this pack.

## Managers:

These sessions are designed specifically for those who manage disabled people and people with long-term health conditions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Date | Start | End | I would like to attend (please check your preferred date/dates. If you check more than one, we will be in touch with your assigned session.) |
| Tuesday | 25/10/2022 | 10:00 AM | 12:00 PM |  |
| Wednesday | 26/10/2022 | 1:00 PM | 3:00 PM |  |
| Wednesday | 01/11/2022 | 10:00 AM | 12:00 PM |  |
| Thursday | 03/11/2022 | 10:00 AM | 12:00 PM |  |
| Tuesday | 08/11/2022 | 6:00 PM | 8:00 PM |  |

Don’t forget to include the [information form](#_Focus_Groups_Sign-up) and [consent form](#_Consent_to_Participate.) at the end of this pack.

## University of Manchester Students.

These sessions are designed specifically for disabled students on placement within Greater Manchester’s Health and Social care organisations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Date | Start | End | I would like to attend (please check your preferred date/dates. If you check more than one, we will be in touch with your assigned session.) |
| Monday | 07/11/2022 | 10:00 AM | 12:00 PM |  |
| Wednesday | 09/11/2022 | 1:00 PM | 3:00 PM |  |
| Tuesday | 09/11/2022 | 6:00 PM | 8:00 PM |  |
| Thursday | 10/11/2022 | 1:00 PM | 3:00 PM |  |
| Thursday | 10/11/2022 | 6:00 PM | 8:00 PM |  |

Don’t forget to include the [information form](#_Focus_Groups_Sign-up) and [consent form](#_Consent_to_Participate.) at the end of this pack.

# Information Form

Please enter your information below and on the pages below, tick your preferred session date and time.

Name:Click or tap here to enter text.

Job Role:Click or tap here to enter text.

Email:Click or tap here to enter text.

I require a sign language interpreter present to facilitate my inclusion

If you require any other reasonable adjustments to meet with us, contact us or to attend a meeting we are arranging, please let us know below.

Click or tap here to enter text.

Please continue and complete the [consent](#_Consent_to_Participate.) form below.

# Consent to Participate.

This form should be returned via email to [f4c-surveys@breakthrough-uk.co.uk](mailto:f4c-surveys@breakthrough-uk.co.uk) or via post to:

For attention of: S. Berszinn

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Ground Floor Parkway 3

Parkway Business Centre

Princess Road

M14 7LU

By signing below, I understand that:

* My focus group responses will be recorded and transcribed for use by the project team. The recording will not be shared outside of the team.
* I can withdraw my consent to participate in the project at any time.
* The things I share will be used to inform the project outcomes, anonymously unless I say otherwise.
* I can skip any questions or tasks I do not wish to participate in.

By signing below, I consent to:

* Participating in the focus group.
* The recording and transcribing of my responses in the focus group.
* The use of my responses to inform the Foundations for Change project.
* The storing of my data for a limited period in accordance with GDPR (this will not be shared outside of the project team without my consent.)
* Keeping the confidentiality of my fellow focus group participants.

(This consent will be affirmed during the focus group recording if this form is not returned to the attendance of the group and agreement on the recording is equivalent to this form).

**Signed (e-signature accepted):** Click or tap here to enter text.

**Date:**Click or tap here to enter text.

Now that you have completed, please save this document with your initials and return to the email above. Or print and post to the above address.