

GUIDELINES FOR THE MODERATOR

Before the interview

Make sure your participants are seated in a circle of chairs.

In the beginning of the interview (share this information with the group members)

I am the moderator of your group.

My role as the moderator will be to guide the discussion and take notes.

Our topic is teacher motivation.

The purpose of today's discussion is to gather information about your opinions of teacher motivation.

The results will be used for to enhance teacher motivation at this school.

No names will be included in any reports.

Guidelines

No right or wrong answers, only differing points of view.

You don't need to agree with others, but you must listen respectfully as others share their views.

I may pause you when I need time to take notes.

During the interview

Make sure everyone contributes to the discussion.

Create a friendly atmosphere so that everyone can feel comfortable

Listen attentively and ask for clarification if you do not understand.

Look at participants when they are talking.

Use non verbal communication techniques.

Avoid verbal comments that signal approval or disapproval.

Demonstrate positive attitude towards participants.

Avoid giving personal opinions (you are the moderator!!)