Work-Life Balance Focus Group Protocol

Hello everyone and welcome! Before we begin, we just want to remind everyone about the purpose and details of this focus group.

Our goal is to learn more about the workplace policies, personal strategies, and other resources individuals with disabilities utilize to manage the demands of work and personal life.

We’ll be talking for about an hour and a half. Your participation in this conversation is voluntary, and you can decline to answer any questions or to stop participating at any time.

The researchers will keep any information that you share during the focus group confidential and any digital data will be stored in secure computer files. Reports based on this research will not include any individually identifiable information. Do note that, if you choose to share significant personal details about yourself, it is possible that another participant might be able to figure out who you are. To ensure your privacy, we recommend that you use only your first name (not your last) and that you not mention specific details about yourself – like the name of the organization you work for, or where you live.

Does anyone have any questions before we get started?

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| 1. | Introduce ourselves  
Review consent: Participation is voluntary, participants may decline to answer any questions they wish, and may terminate participation at any time.  
• Your name and organization | 5 minutes |
| 2. | Understand how individuals with disabilities perceive WLB, and its relationship with Quality of Work-Life (QWL)  
• In my organization, employees who use work-life programs are viewed as less serious about work- what do you think about this statement? Agree / Disagree?  
• [Follow up] How do you manage the roles and responsibilities you have so you have a sense of "balance" between work and other things that are important to you? | 20 minutes |
| 3. | Categorize the strategies and resources these individuals utilize to manage their work-life needs | 20 minutes |
### 4. Identify the individual and work context factors which facilitate positive WLB for employees with disabilities
- In your life, what strategies and resources in your work and personal life facilitate positive WLB you?
- What do you do to maintain these resources and strategies?

### 5. What individual characteristics (e.g., disability type, motivation to work, identity) influence how successful individuals are in managing their work-life needs?
- Please describe your experiences disclosing your disability and/or chronic health condition at work.
- Please describe your experience requesting and/or receiving formal or informal disability/health-related accommodation(s) at your current workplace.

### 6. What can employers, disability service professionals, and individuals with disabilities do to facilitate positive WLB and QWL for workers with disabilities?
- Whether available to you or not, what WORKPLACE BENEFIT, POLICY OR PROGRAM is or would be MOST HELPFUL FOR YOU in balancing your work and personal life? Why?

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**Attribution & Disclaimer**

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