**Work-Life Strategy Implementation: Focus Group Discussion Guide**

*These questions may be adapted according to organisational objectives and insights that need to be derived.*

**Moderator:**

Work-life harmony is about enabling staff to effectively manage their work responsibilities alongside their personal and family needs, thus leading to a better working environment and family/personal life for all.

We are keen to know what issues you face and what makes managing your work and life commitments easier.  Your feedback will enable us to develop a customised Work-life strategy suited to our organisation and its staff.

The information you provide is confidential and no individual will be attributed in the final report, which will be collated from feedback and suggestions at the focus group discussions.

1. What is critical for you to deliver your work now? What about in the future?
2. What are important personal & life needs for you now? What about in the future?
3. What current work-life measures and benefits are most useful to you?
4. What other work-life measures and benefits would be useful? Why do you say so?
5. Do you feel your current organisational culture is conducive for managing your work and personal life well? What would you recommend?
6. What else would you suggest?