



CAFADA
PARTICIPATION
WORKSHOPS

REFLECTIVE FEEDBACK
WOMEN

INTRODUCTION

Hello!

Thank you for taking part in the CAFADA participation workshops with us. In our participation workshops, we wanted to provide a space for women to say what they think about the service they receive.

We would like you to reflect on your participation in the CAFADA project. We want to hear about what it was like for you to take part in the participation workshops. We will ask you to give us feedback on things like:

- If you felt you were given enough space and time to contribute
- If you felt heard
- If you felt what you contributed was valued

You can give us feedback in three different ways:

- Option 1 - in a group setting (like a group workshop)
- Option 2 - individually (like an interview with a researcher)
- Option 3 - by completing the questionnaire in this booklet on your own

You also do not have to give us feedback at all if you do not want to.

This booklet provides more information about giving us your feedback about the participation workshops. It also gives examples of the kinds of questions we would ask you.

Your decision to go ahead or to decline is entirely up to you, and will not have any effect on your access to the support you and/or your family already receive.

Happy reading!

Researchers, University of Stirling

GROUP WORKSHOP

Read this page if you will be taking part in a group workshop



The CAFADA researcher will arrange for a group workshop to take place with you and other people who have been involved in the participation workshops with you. The group workshop would last between one, or one and a half, hours.

The CAFADA researcher will bring everyone together face-to-face. The researcher will ask you questions about what it has been like to take part in the participation workshops.

During this group workshop, the researcher will ask if it is okay to record the conversation that you all have. This will help the researcher remember everything you say. The recording will then be typed up in a Word document, so that the things you say can be used in our reports about CAFADA and the services you receive.

When we write our reports, we will never use your name or any identifying details about you. We will also keep everything you say confidential, which means we won't tell anyone who is not in the group discussion what you have said to us. The only time we would ever need to tell anyone what you have said is if you say something that makes us seriously worried about you or someone else. If this was to happen, we would always speak to you before we speak to anyone else about our concerns.

If there is anything you said in the workshop that you want to be removed from the Word document, you can let the researcher know. They'll let you know how you can do this at the end of the workshop. Anything you remove won't be included in the research.

- I understand what this workshop is about.
- I agree to take part in a final group workshop where I will be asked to give my feedback about taking part in the participation workshops.
- I understand that I do not have to take part in this group workshop, and that I can choose not to take part without any impact on my involvement with [service].

Name _____ Date _____

ONE-TO-ONE INTERVIEW

Read this page if you will be taking part in a one-to-one interview

The CAFADA researcher will arrange for a one-to-one interview to take place with you. The one-to-one interview would last around twenty minutes to one hour.

The CAFADA researcher will meet you face-to-face and will ask you questions about what it has been like to take part in the CAFADA participation workshops.

During this face-to-face interview, the researcher will ask if it is okay to record the conversation that you have. This will help the researcher remember everything you say. The recording will then be typed up in a Word document, so that the things you say can be used in our reports about CAFADA and the services you receive.

When we write our reports, we will never use your name or any identifying details about you. We will also keep everything you say confidential, which means we won't tell anyone what you have said to us. The only time we would ever need to tell anyone what you have said is if you say something that makes us seriously worried about you or someone else. If this was to happen, we would always speak to you before we speak to anyone else about our concerns.

If there is anything you say in the interview that you want to be removed from the Word document, you can let the researcher know. They'll let you know how you can do this at the end of the interview. Anything you remove won't be included in the research.

- I understand what this one-to-one interview is about.
- I agree to take part in a final one-to-one interview where I will be asked to give my feedback about taking part in the participation workshops.
- I understand that I do not have to take part in this interview, and that I can choose not to take part without any impact on my involvement with [service].

Name _____ Date _____

FEEDBACK QUESTIONNAIRE

Read the rest of this booklet if you will be completing the feedback questionnaire

If you would like to give your feedback by completing a questionnaire, you can do this by filling in the questions at the end of this booklet now. The CAFADA researcher will then collect the questionnaire from you, so that we can use your feedback in our reports about CAFADA and the services you receive.

If you are unsure about any of the questions, or you would like some help to complete the questionnaire, please speak to the CAFADA researcher.

When we write our reports, we will never use your name or any identifying details about you. We will also keep everything you write confidential, which means we won't tell anyone what you have written on your questionnaire. The only time we would ever need to tell anyone what you have written, is if you write something that makes us seriously worried about you or someone else. If this was to happen, we would always speak to you before we speak to anyone else about our concerns.

If there is anything you write in the questionnaire that you want to be removed, you can let the researcher know. They'll let you know how you can do this. Anything you remove won't be included in the research.

- I understand what this questionnaire is about.
- I agree to complete the questionnaire in this booklet, where I will be asked to give my feedback about taking part in the participation workshops.
- I understand that I do not have to complete this questionnaire, and that I can choose not to take part without any impact on my involvement with [service].

Name _____ Date _____

FEEDBACK QUESTIONNAIRE

SPACE - Taking part in a way that feels safe and comfortable

Tick the number of stars that you would give to the items below. 1 star is the worst, and 5 stars is the best.

| In the participation workshops... | ★ | ★★ | ★★★ | ★★★★ | ★★★★★ |
|---|---|----|-----|------|-------|
| I felt comfortable giving my opinions | | | | | |
| I felt safe giving my opinions | | | | | |
| I felt welcome in the participation workshops | | | | | |
| I knew who to go to if I need support | | | | | |
| I enjoyed taking part and having fun | | | | | |

Something that helped me feel safe and comfortable was...

Something that would have helped me feel more safe and comfortable is...

Something that helped me feel included was...

Something that would have helped me take part more easily is...

FEEDBACK QUESTIONNAIRE

VOICE - Feeling able to share my opinions

Tick the number of stars that you would give to the items below. 1 star is the worst, and 5 stars is the best.

| In the participation workshops... | ★ | ★★ | ★★★ | ★★★★ | ★★★★★ |
|---|---|----|-----|------|-------|
| I have been listened to from the start | | | | | |
| I understood what the project was about | | | | | |
| I got the chance to contribute my own ideas and opinions | | | | | |
| I got the chance to give my opinions in the way I wanted to | | | | | |
| I got support to have my voice heard | | | | | |
| I was able to ask any questions I wanted to | | | | | |

Something that helped me to understand what the project was about was...

Something that would have helped me understand a bit better is...

Something that helped me to share my opinions was...

Something that would have helped me to have my voice heard more is...

FEEDBACK QUESTIONNAIRE

AUDIENCE and POWER - Feeling listened to and powerful

Tick the number of stars that you would give to the items below. 1 star is the worst, and 5 stars is the best.

| In the participation workshops... | ★ | ★★ | ★★★ | ★★★★ | ★★★★★ |
|---|---|----|-----|------|-------|
| I have shared my opinions with people who have power to change things | | | | | |
| I feel like my views were taken seriously by people who make decisions | | | | | |
| I know when and how I will get feedback about what happens next | | | | | |
| I felt involved in making decisions with people with power to change things | | | | | |

Something that made me feel my voice was listened to was...

Something that would have made me feel more listened to is...

Something that has helped to make me feel powerful during this project is...

Something that did not make me feel powerful is...

FEEDBACK QUESTIONNAIRE

AGENCY and ACTION- Making a difference and continuing to make my voice heard

Tick the number of stars that you would give to the items below. 1 star is the worst, and 5 stars is the best.

| In the participation workshops... | ★ | ★★ | ★★★ | ★★★★ | ★★★★★ |
|--|---|----|-----|------|-------|
| I had opportunities to make sure what we've agreed happens | | | | | |
| I had opportunities to take part in what happens next | | | | | |
| I feel I have worked with others to change things | | | | | |
| I would like to make my voice heard in this way again | | | | | |

I feel that the difference I have made is...

Something that would help me to know the difference we have made is...

Something that I'm looking forward to about the next part of the project is...

Something I'm not sure about is...



Thank you!
From the CAFADA researchers

If you need to contact us, you can ask
your Support Worker or you can email
us yourself at:
cafada@stir.ac.uk