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|   | objectives to the guests |
| Allocate roles amongst visitor team<br>(eg coordinator, finance, documentation) |                          |

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| <b>DURING VISIT</b>   |  |
| <b>GUEST- Visitor and Host (schedule)</b>   |  |
| <p><u>Orientation:</u><br/>         -Start by sitting together<br/>         - Clarify objectives (why have you come?)<br/>         -Share the schedule for the visit and make adjustments as appropriate<br/>         -Guest and host share their strengths with each other to allow mutual learning<br/>         -Orientation to host program and host area</p> <p><u>Schedule to include</u><br/>         Fields visits to community<br/>         Home visits<br/>         SHG visits<br/>         Model example visit<br/>         -allocate adequate time (?&gt;4hrs) in order to meet the leaders, the stakeholders, and assess,<br/>         -Meet the government link if available</p> <p><u>-Feedback/debrief-</u><br/>         -1 hour of 2 way feedback</p> |  |

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| <b>AFTER THE VISIT- What is it that we do back in our places?</b>  |   |
| <b>GUEST- Visitor</b>  | <b>HOST – visited</b>                                     |
| Staff meeting to discuss about the visit and the lessons learned, and how to improve future visits   | -Have a team meeting                                      |
| Identify the strengths of the other organisation and feasibility of transfer of lessons learned.   | -Make strategy to implement programs that they identified |
| Make a strategy for implementation   |   |
| <u>Make a visit report</u> (Short and crisp).<br>-What was the objective of the visit?<br>-what did we do?<br>-lessons learned: 2-3 only?<br>-how are we going to apply?<br>-Send a copy to a) host, b) funder c) other interested parties |   |