



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

<b>DURING VISIT</b>	
<b>GUEST- Visitor and Host (schedule)</b>	
<p><u>Orientation:</u></p> <ul style="list-style-type: none"> <li>-Start by sitting together</li> <li>- Clarify objectives (why have you come?)</li> <li>-Share the schedule for the visit and make adjustments as appropriate</li> <li>-Guest and host share their strengths with each other to allow mutual learning</li> <li>-Orientation to host program and host area</li> </ul> <p><u>Schedule to include</u></p> <ul style="list-style-type: none"> <li>Fields visits to community</li> <li>Home visits</li> <li>SHG visits</li> <li>Model example visit</li> </ul> <ul style="list-style-type: none"> <li>-allocate adequate time (?&gt;4hrs) in order to meet the leaders, the stakeholders, and assess,</li> <li>-Meet the government link if available</li> </ul> <p><u>-Feedback/debrief-</u></p> <ul style="list-style-type: none"> <li>-1 hour of 2 way feedback</li> </ul>	

<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	
<p><u>Make a visit report</u> (Short and crisp).</p> <ul style="list-style-type: none"> <li>-What was the objective of the visit?</li> <li>-what did we do?</li> <li>-lessons learned: 2-3 only?</li> <li>-how are we going to apply?</li> <li>-Send a copy to a) host, b) funder c) other interested parties</li> </ul>	