



Designing and Conducting Effective Member Site Visits

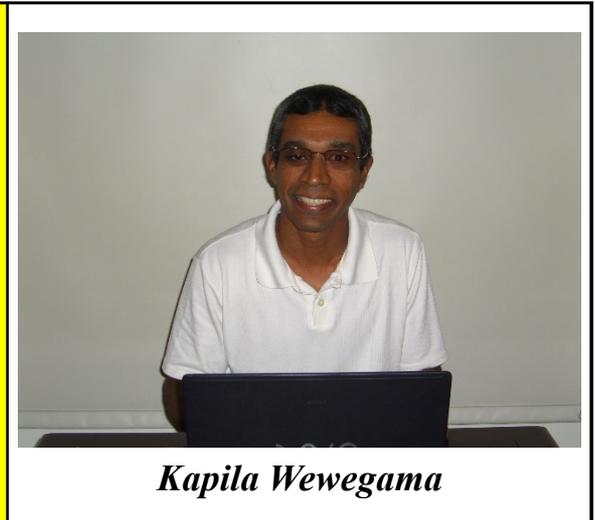


Webinar begins at 2 PM ET

**“ I slept and dreamt that life was a joy,
I awoke and saw that life was service.
I acted and behold, service was joy.”**

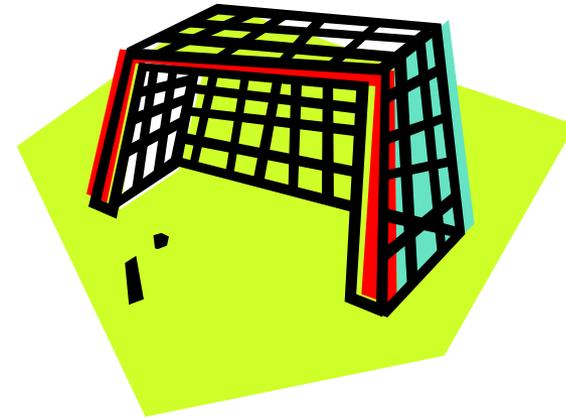
~ Rabindranath Tagore ~

Thank you for the opportunity to serve you today!!!



Kapila Wewegama

When you join the conference call, the line will be on silent mode until we begin the call at 2 PM ET – Thanks!



Session Goals:

During this session, participants and the facilitator will have the opportunity to:

- 1. Identify and examine five essential elements that contribute to designing and conducting effective member site visits.**
- 2. Share strategies, techniques, and effective practices to design and carry out productive member site visits.**





Essential Elements for Designing and Conducting Effective Member Site Visits



Purpose

Follow-up

Objectives



**Essential Elements for Designing and
Conducting Effective Member Site Visits**

Logistics

**Communication
& Coordination**



Purpose

Follow-up

Objectives



Essential Elements for Designing and
Conducting Effective Member Site Visits

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Four Questions to Ask?



Purpose



Four Questions to Ask?



Purpose

What are the intended benefits for the VISTA member?.

What are the intended benefits for the project/organization?.

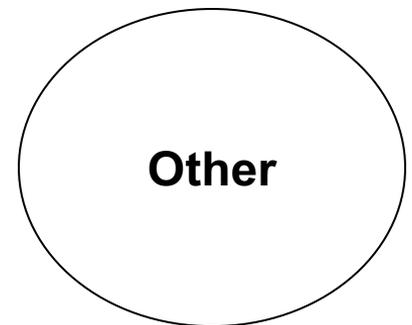
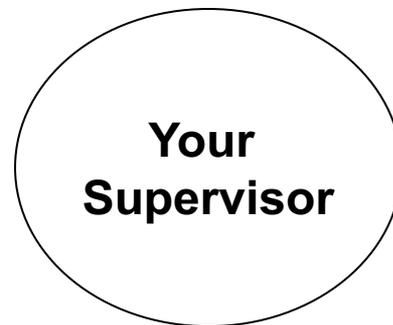
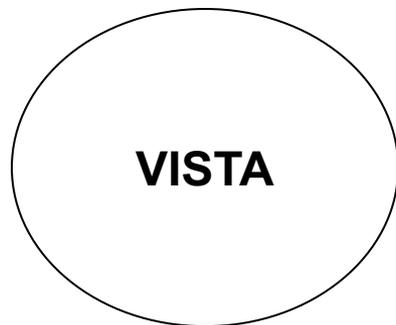
What are the intended benefits for the supervisor(s)?.

What are the intended benefits for you as the leader?.



Purpose

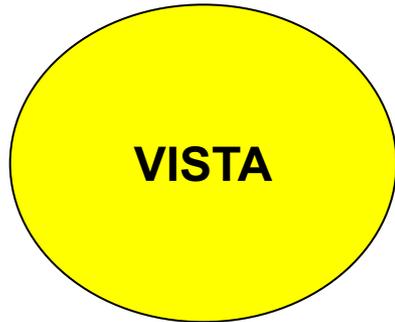
Needs Assessments



Needs Assessments

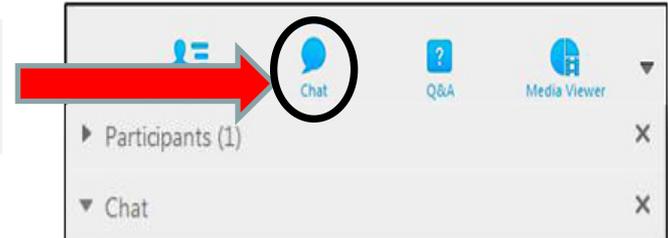


Member Site Visits



Ideas Sharing

*Click this button
if you don't see
the chat panel.*



Please share a sample question that you could ask a **VISTA** before the site visit to find out about **VISTA's needs** via Chat.

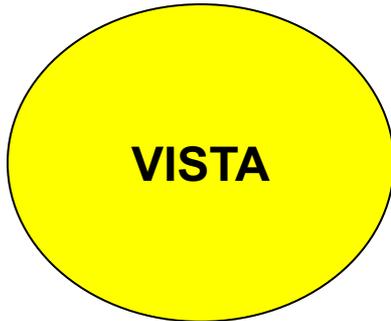
*Please select
"All Participants"*



Needs Assessments



Member Site Visits

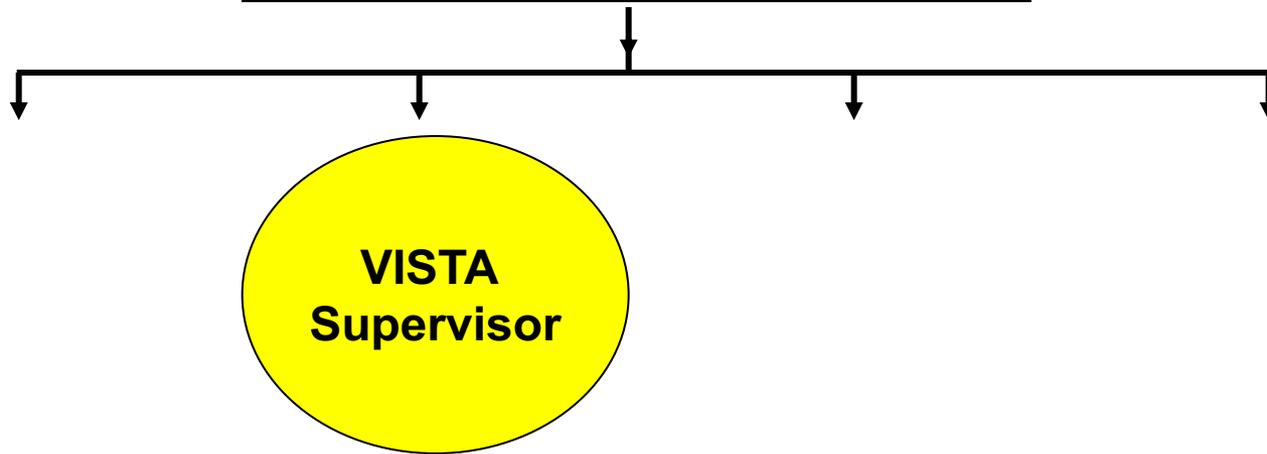


Questions to ask my VISTA

- Are there specific issues or needs that you would like me to address with your site supervisor?
- Are there any specific issues that you need to meet with one-on-one for and if so do you have a space in mind?
- Are there specific individuals that you would like me to meet during my visit?
- Are there other specific project sites that you would like me to also visit?
- Are there specific days that would work best for you/your supervisor/your organization?

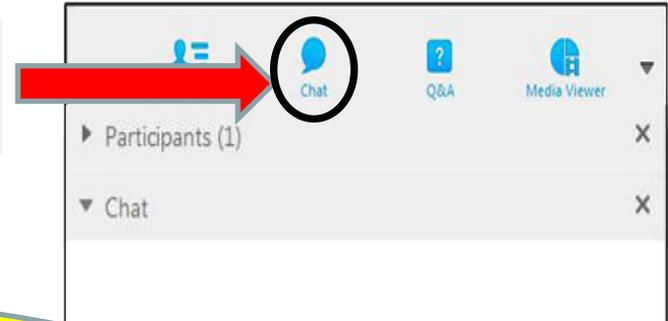


Needs Assessments



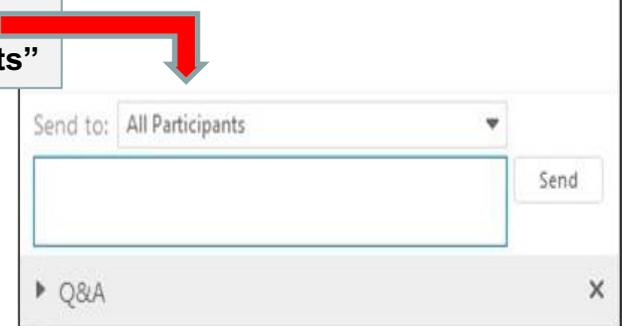
Ideas Sharing

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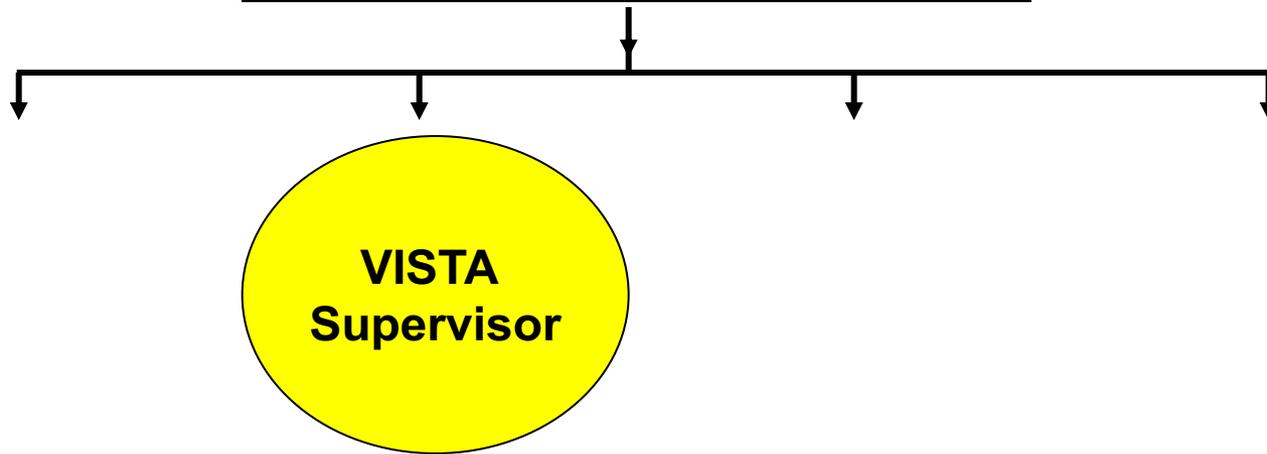
Please share a sample question that you could ask [VISTA's Supervisor](#) before the site visit to find out about Supervisors' needs via Chat.

Please select "All Participants"





Needs Assessments



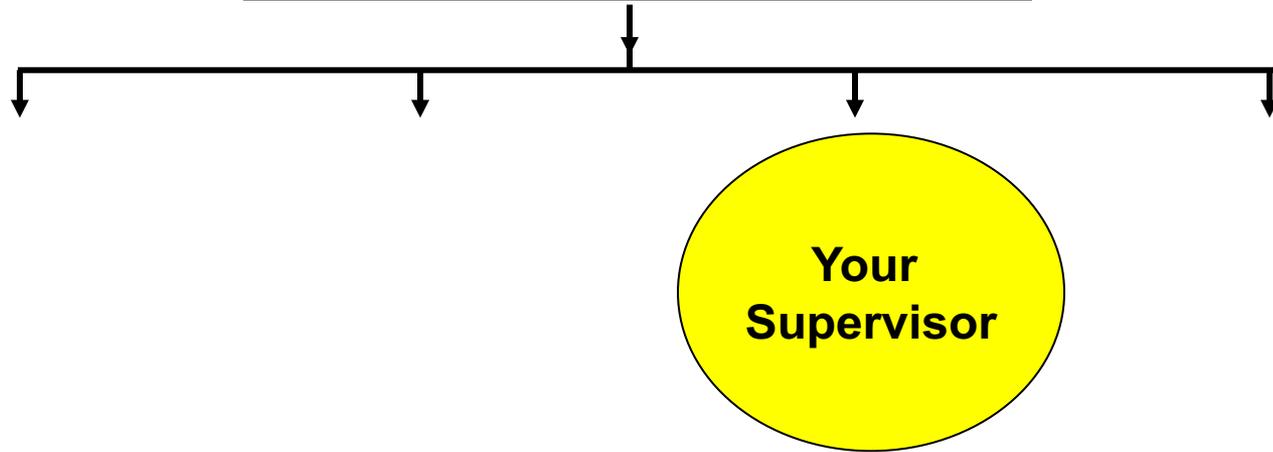
Questions to ask the VISTA's Supervisor

- Are there any specific needs or issues that he or she would like me to address during the visit?
- Are there individuals that the supervisor thinks would be beneficial for me to meet during the visit?
- Is there any protocol that I should follow during my visit?
- Are there specific days that would work best for the supervisor/organization?

Needs Assessments

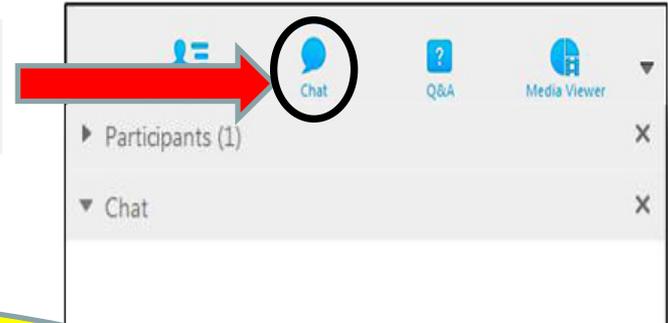


Member Site Visits



Ideas Sharing

Click this button if you don't see the chat panel.



Please share a sample question that you could ask [Your Supervisor](#) before the site visit to find out about Supervisor's needs via Chat.

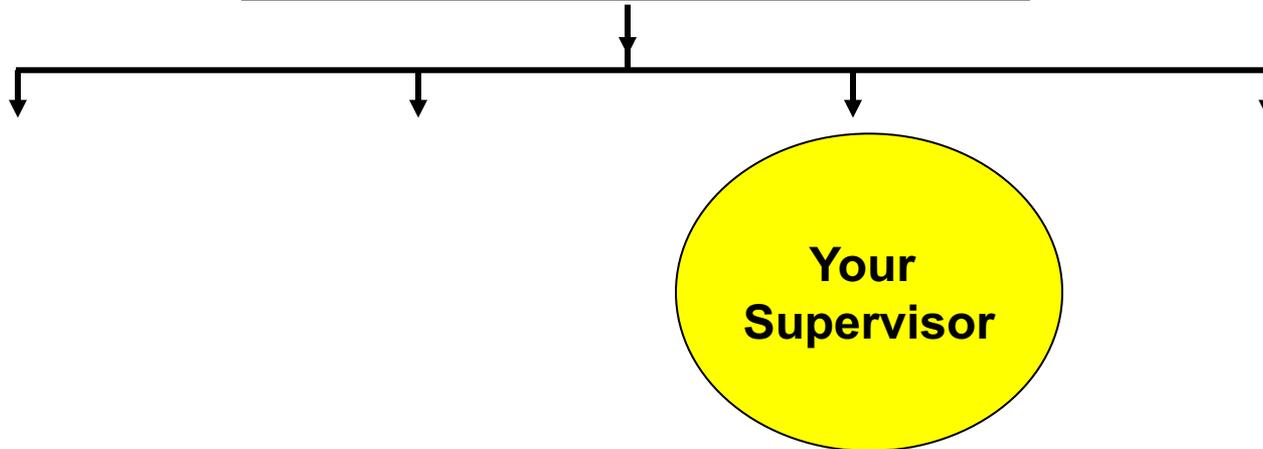
Please select "All Participants"



Needs Assessments



Member Site Visits



Questions to ask my Supervisor

- Do you have any specific needs or issues that you would like me to address with the VISTA during the site visit?
- Do you have any specific needs or issues that you would like me to address with the site supervisor during the site visit?
- Are there any concerns about the organization that the leader should be made aware of?
- Are there other individuals that you would like me to meet during the site visit?



Purpose

Follow-up



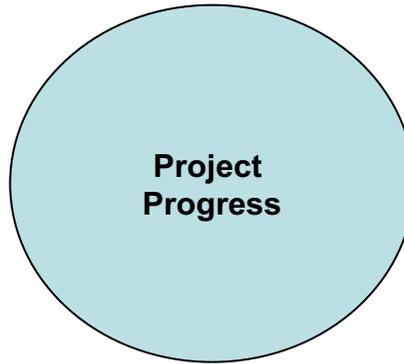
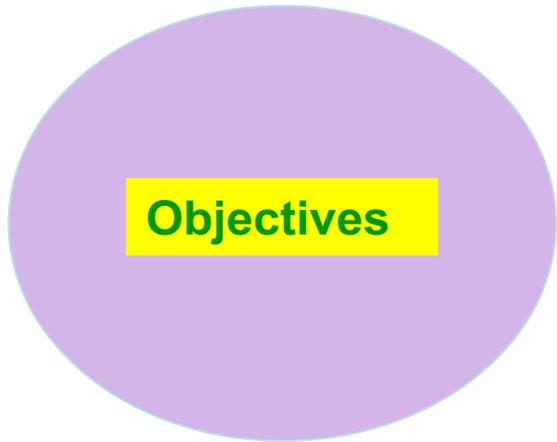
Objectives



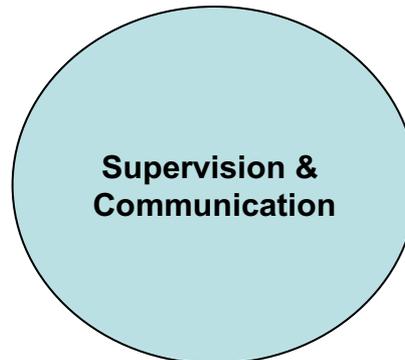
Essential Elements for Designing and Conducting Effective Member Site Visits

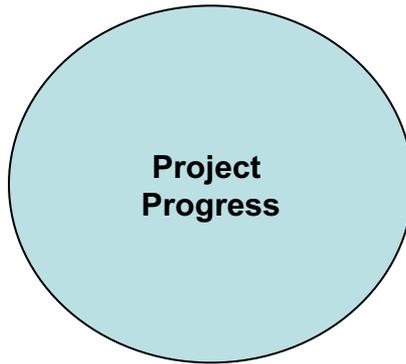
Logistics

**Communication
& Coordination**



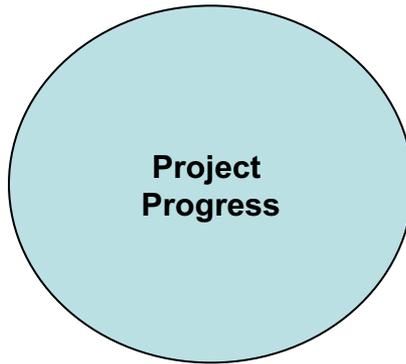
Focus Areas





During Your Site Visit

- ❖ Do you feel confident that you can meet milestones within timelines and if not what feedback do you have/adjustments can you make?
- ❖ Which project activities are you most excited about?
- ❖ Are there any specific challenges that you may have in relation to carrying out your VAD?
- ❖ Are your projects ending up the way that you envisioned they would?



Project
Progress



Please share additional questions that you could ask **during the site visit** to find out about **Project Progress** via Chat.



- ❖ Do you feel confident that you can meet milestones within timelines and if not what feedback do you have/adjustments can you make?
- ❖ Which project activities are you most excited about?
- ❖ Are there any specific challenges that you may have in relation to carrying out your VAD?
- ❖ Are your projects ending up the way that you envisioned they would?

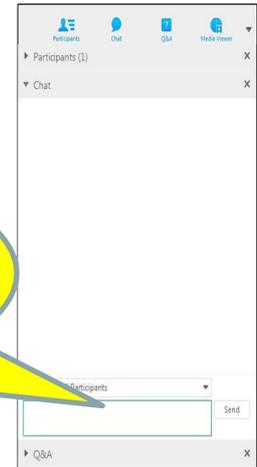


During Your Site Visit

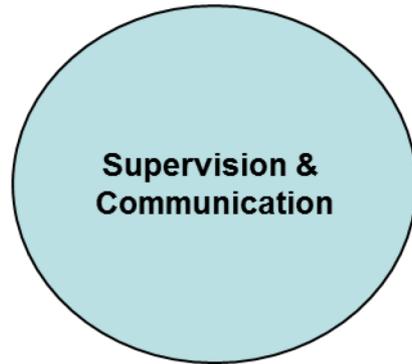
- ❖ Is there anything that I as a VISTA leader can do to help support you?
- ❖ Do you feel like you are getting enough communication from me as a VISTA leader?
- ❖ Do you and your supervisor have a set time in place to discuss progress/challenges/etc.?
- ❖ Are there specific training or resource needs that the VISTA might have in order to be able to accomplish the VAD activities?
- ❖ How would you describe the level of support & guidance that you receive from your supervisor and other staff?



Please share additional questions that you could ask **during the site visit** to find out about **Support & Resources Needs** via Chat.

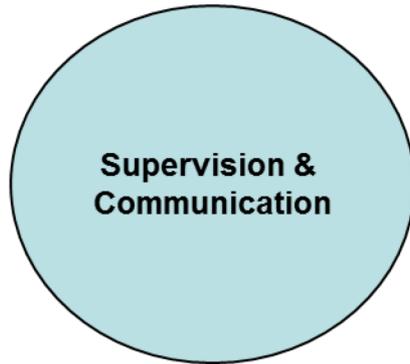


- ❖ Is there anything that I as a VISTA leader can do to help support you?
- ❖ Do you feel like you are getting enough communication from me as a VISTA leader?
- ❖ Do you and your supervisor have a set time in place to discuss progress/challenges/etc.?
- ❖ Are there specific training or resource needs that the VISTA might have in order to be able to accomplish the VAD activities?
- ❖ How would you describe the level of support & guidance that you receive from your supervisor and other staff?



During Your Site Visit

- ❖ How is the VISTA fitting in with the workplace?
- ❖ Do you have any questions about your role as a VISTA at your site?
- ❖ Do you feel like your strengths are utilized well by your supervisor & project?
- ❖ Is there any support that you need in relation to achieving your personal and professional goals during your VISTA year?
- ❖ Have your physical needs been met at your site (workspace, internet access, comfortable)?



Please share additional questions that you could ask **during the site visit** to find out about **Supervision & Communication** via Chat.



- ❖ How is the VISTA fitting in with the workplace?
- ❖ Do you have any questions about your role as a VISTA at your site?
- ❖ Do you feel like your strengths are utilized well by your supervisor & project?
- ❖ Is there any support that you need in relation to achieving your personal and professional goals during your VISTA year?
- ❖ Have your physical needs been met at your site (workspace, internet access, comfortable)?



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Essential Elements for Designing and Conducting Effective Member Site Visits



Logistics

**Communication
& Coordination**



**Communication
& Coordination**

I should create a
Communication &
Coordination Plan
for my site visit





Communication & Coordination

Action Item	Coordinate/Communicate with	Expected Date	Date Completed
▪ Clarify your role, responsibilities and expectations in regard to member site visits with your supervisor	Your Supervisor		
▪ Clarify your role, responsibilities and expectations in regard to member site visits with your member and his/her supervisor	VISTA(s) and VISTA' s supervisor		
▪ Identify site visit timeline	Your Supervisor, VISTA(s) and VISTA' s supervisor		
▪ Conduct Needs Assessments	Your Supervisor, VISTA and VISTA' s supervisor		
▪ Develop site visit objectives and draft agenda and review it with your supervisor	Your supervisor		
▪ Finalize the site visit agenda with member site	VISTA, VISTA' s supervisor, and other relevant individuals		
▪ Finalize logistics with VISTA	VISTA		
▪ Share final agenda	Your Supervisor, VISTA and VISTA' s supervisor		
▪ Send "Thank You" letters to relevant individuals after the site visit	VISTA, VISTA' s supervisor, and other relevant individuals		
▪ Conduct necessary follow-up based on site visit findings	Your Supervisor, VISTA, VISTA' s supervisor and other relevant individuals		



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Logistics



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Follow-up



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Thank you so much for your participation in



Member Site Visits

Webinar!