

Visit In/Visit Out Activity or Event Planner Worksheet

* Fill in all the Spaces below
* This can be used then to complete your Summary Report or Action Plan
* Doing this means *you* are taking notes to help **you** remember points discussed

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of Visit Out/ Name of Visitor/Event Overview/Activity Description**

1. What is the main reason/purpose/aim of this visit out/ visitor coming in/event/activity ?

To get an insight into the services provided by SWWCDP - To get an insight into the services provided by St Louis Day Care Centre

1. List 3-4 other reasons/aims from this visit out/ visitor coming?

(ie 3-4 things you wanted to learn or find out)

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1. What preparation was done for this event/visit? (list everything you can think of that would have to be done, even if you did not do it eg: organise date, time, suitable room, chairs, transport, someone to greet/introduce visitor, thank visitor etc etc)

NB – if you did something to prepare for the visit be sure to say what you did!

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1. What research was done for this visit/event/activity?

(did you look up the internet, find out something from the Principal/teacher, ask someone about something relevant in advance of this?)

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1. What jobs/roles did people have?

(did you look up the internet, find out something from the Principal/teacher, ask someone about something relevant in advance of this?)

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1. Evaluation: What ways could you check if the visit in/out or event was a success?

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**Sample questions to ask on a visit in/visit out**

1. **Tell me about the background of the organisation** – when was it set up and by whom? What agencies or support were received when setting it up? What was involved in setting up the organisation? Did you have to do a Organisation Plan?
2. **What product(s)/service(s) does the org make/provide?**

What are the challenges in providing the prod/service? What competition is there for this org? How does their prod/service differ from competitors? What is the unique selling point of the prod/service provided that

1. **How is the product/service promoted?**

Do you advertise it? Where and How? Do you do market research?

1. **What impact/role does Information Technology play in the organisation –**

eg: Do you take website orders? Use Twitter/facebook /other– for what? How important is IT to the organisation

1. **Employees** – How many people do you employ? What are their roles or responsibilities? What qualifications do they need? What characteristics would you most like them to have? Where do you source employees from?
2. **Person in Charge**/Manager – what characteristics are needed/evident by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this position?
3. **Advantages/Disadvantages** of working as part of the team here?
4. **Health and Safety** – what are the main H&S considerations for the organisation?
5. **Strengths** – what do you consider to be the main strengths of the organisation?
6. **Weaknesses –** what do you consider to be weaknesses of the organisation?
7. **Opportunities –** What are the opportunities for the Organisation? Do you have plans for expansion? Plans for the future?
8. **Threats –** what are the main threats to the organisation?
9. **How has the recession impacted on the organisation**
10. **Support –** what agencies/supports are there for the organisation (eg: advise? Funding? Financial ?)

**Notes from the visit in /out or event/acitivity.**

**Evaluation/Review of the visit in /out or event**

What I learnt?

Did I achieve the aims I had at the beginning?

What changes/improvements could be made? Why?

Was the visit in /out or event a success? How do you know?