

# PRACTICE NETWORKING

## Host Checklist

This checklist is intended to help you become prepared to host a practice at your site.

### Pre-visit Planning:

- **Discuss meeting format.** Discuss with the visiting team what kind of visit format might work best. For example, some teams may want to spend the first hour discussing an issue or process and the rest of the time observing. Others prefer to observe and ask questions at the same time (see sample Practice Networking agenda).
- **Be available.** Try to schedule a time where the people who have the most experience with a topic are available.
- **Confirm with your team.** Confirm the date and time with other team members who will be attending. Consider sending tools, forms, policies, etc. to the visiting practice to help them prepare.
- **Be prepared.** Meet with your team ahead of time to organize your thoughts and other materials related to the topic area. Create an agenda for the visit if appropriate.

### Day Before Visit:

- **Confirm with visitors.** Visiting practice should call to confirm their attendance and how many are coming. If not, give them a quick call!
- **Directions.** Provide directions to your practice, if needed.

### Day of Visit:

- **Be on time.** Have your team assembled and ready on time.
- **Welcome everyone.** Greet the visiting team and make sure that everyone is introduced.
- **Share experiences.** Share what you have learned, what you might have done differently, and any other insights the visiting team might find helpful.
- **Evaluate.** Ask the visitors to complete the online evaluation.

### Day Of or Day After Visit:

- **Complete evaluation.** Complete the online evaluation form to let us know how your experience was so that we can continue to make improvements to the process.

### 1-3 Months Post Visit:

- **Follow-up.** Consider checking in with the visiting practice to ask about their progress.