

Appendix E: SIRF Site Visit Agenda

Strengthening the Implementation of Responsible Fatherhood Programs (SIRF)

Agenda for Site Visit with [insert program name]

[insert location]

[insert date/time]

Participants: [insert names of all those attending]

1. Introductions and Review Goals of the Site visit **30 minutes**

2. Interviews with Program Staff (in small groups when possible) **120 minutes**

Meeting Topics:

- a. About the staff
- b. About program participants
- c. Recruitment of participants to services (including challenges, previously tried approaches, and ideas for improving)
- d. Service Delivery (including challenges previously tried approaches, and ideas for improving)
- e. Retention and Engagement in services (including challenges previously tried approaches, and ideas for improving)
- f. Other challenges or innovative ideas
- g. Approaches that have not worked previously
- h. Capacity for participating in learning cycles

3. Interviews with Program Participants (in small groups when possible) **90 minutes**

Meeting Topics:

- a. About the participants(s)
- b. Recruitment into the program (including challenges, previously tried approaches, and suggestions for improvement)
- c. Program Services (including challenges, previously tried approaches, and suggestions for improvement)
- d. Engagement and Retention in the program (including challenges, previously tried approaches, and suggestions for improvement)
- e. Other challenges and innovative ideas

4. Observation of Program Activities **60 minutes**

5. Brainstorming Session with Program Staff and Program Participants **90 minutes**

Meeting Topics:

- a. Summarize implementation challenges discussed throughout visit
- b. Brainstorm as a group how to solve challenges
- c. Vote on best ideas, and group discussion

6. Wrap up with Program Leadership **30 minutes**

Adjourn

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