

Visit "Name" ASSESSOR(S), "DATES" 2011

"Assessor" arrives at time hrs. "Name" picks "Assessor(s)" up at "Airport or Railway station" and will bring her (them) to Bed and Breakfast: "Accommodation" in "Place". "Accommodation" (or arrange other transport, train or taxi is possible too)

	".....day ... th Month"	WHO		COMMENTS
08.45	Pick up at Sleeping Accommodation			
09.00-10.00	General visit centre/kennels/grounds. Meeting staff members. Meeting staff from Fundraising and Communication Department. Get publicity material.			
10.00-11.30	Observation puppy class "name puppy-trainer" +foster-families			
	Meeting staff members from puppy-team "Names"			
	Meeting puppy raiser: "Name"			
11.30-12.30	Meeting with "Name", responsible for Human Resources Management and Volunteers. Contracts. Organisation chart. Policy for volunteers			
12.30-13.15	LUNCH with various staffmembers			
13.15-14.15	Observation training dogs and meet with trainers: "Names"			
14.15-15.15	Meeting with "Name", who is responsible for selecting dogs and (medical and behaviour) standards. Health and safety issues.			
15.15-15.30	Tea break			
15.30-16.30	Meeting with office-manager "Name", responsible for client applications. Go through client file. Re-homing dogs.			
16.30-17.00	Meeting manager Finance & Facilities "Name". He will provide details of fire safety procedures, first aid, and financial and annual reports.			
17.00	<i>End of the first day. Diner with "Names"</i>			

	".....day ...th Month"	WHO		COMMENTS
8.30	Pick up at sleeping accommodation by "Name"			
8.45-10.00	Kennel visit and meeting staff member from kennel "Name" and (senior) dog trainer "Name" Boot-camp / placing dogs "Name"			
10.00-10.15	<i>Coffee/teabreak with staffmembers</i>			
10.15-12.00	Meet three clients: "Name" with "Dog's Name" (.. year), "Name" with "Dog's Name" (.. year) "Name" with "Dog's Name" (placed recently) Meet the staff members, who provide after-care support for the clients. Matching client to dog: "Names"			
12.00-13.00	Meeting board-member / lunch with CEO + board-member(s) "Name" and/or "Name"			
13.00-14.00	Evaluation / last questions.			
14.00-16.00	<i>Room for other activities.</i>			
16.30	"Name" will bring "assessor(s)" to "Airport / Railway station".			