



MKAC

MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA



House Visit Checklist

- Write a letter to Huzoor
- Preplan who you will be visiting
- Be aware of any upcoming events
- Complete house visits in pairs
- Find out if there is a Majlis/Regional Gym available
- Qaid and Nazmin e Tarbiyyat and Tajnid are required to complete house visits
- Log each visit on the Khidmat portal
- Be mindful of your hygiene

**100% House Visits
to be Completed!!**

Remember, a successful house visit is about solving problems, creating value, and building relationships. Practice, refine, and adapt your pitch based on feedback and real-world interactions.

1. Introduction and Rapport Building:

- **Greet the Khaddim:** Start with a warm greeting and introduce yourself.
 - “Assallam o Allaikum wa Rahmattullah!, My name is (your Name) and I am here on behalf of (your department name). How are you? Do you have a moment to talk?”
- **Small Talk:** Lightly engage in small talk to build rapport. Engaging in small talk with a Khaddim is a valuable skill for building rapport and establishing a positive connection. Here are some effective strategies and conversation starters:
 - **Ask About Their Interests or Hobbies:**
 - “What do you enjoy doing outside of work?”
 - “Have you been on any interesting vacations or trips recently?”
 - “Are there any hobbies or activities you’re passionate about?”
 - **Discuss Shared Experiences:**
 - “Where you here when Huzoor e Anwar last visited Canada. Do you remember the excitement of the jam’mat and everyone at that time. What are some your memories from that time?”
 - “Did you attend Jalsa Salana this year? If so what were your key takeaways?”
 - **Compliment or Acknowledge Their Environment:**
 - “Your House has a great view!”
 - “I see you’re a fan of [sports team/hobby].”
 - **Comment on Current Events (Non-Political):**
 - “Did you catch the [recent sports game/news headline]?”
 - “How are you handling this [weather condition]?”
 - **Use Open-Ended Questions about work:**
 - “Are you currently working? What is your current role?”
 - “What challenges are you currently facing in your industry?”
 - “How did you get started in [profession]?”
- Remember, the goal is to create a comfortable atmosphere and show genuine interest in the Khaddim. Active listening and responding with empathy are key.

2. Set the Context:

- **State the Purpose:** Clearly explain why you’re there. For example: “Thank you for meeting with me today. I’d like to discuss... (upcoming events/activities)”

3. Call to Action (CTA):

- **Be Clear:** Clearly state the next steps.
- **Example:** “Would you be interested in joining us in (upcoming event) next week?”

4. Closing:

- **Thank the Khaddim:** Show appreciation for their time.
- **Exchange Contact Information:** where appropriate, exchange contact details.

Practice and Adapt:

- **Practice:** Rehearse until it feels natural.
- **Adapt to the Situation:** Be flexible based on the Khaddim’s responses.

Remember, confidence, authenticity, and active listening are key. Good luck with your house visits!

Example Script:

“Assallam o Allaikum wa Rahmatullah wa Rahmatullah!

My name is (your name) and this year I am serving in the department of (name of your department) in our majlis. With the start of the new khuddam year, I wanted to take this opportunity to come and visit you and see how you’re doing. Do you have a few minutes to talk?”

If no;

“No worries is there a better time or day I can come by to visit you?” and collect a time where you can visit them.

If yes;

Talk to them about their wellbeing, if able to talk about, kids, job, school, whatever applicable, and from there gage interests’ sports/games/hobbies:

“While I am here, I wanted to see if there are any activities or sports you may be interested in?”

Take note of their interests and take their information (phone and email) down so that you can notify and invite them whenever possible to such events/ interests for example:

“Let me get your phone # and email, so that when we have such an event, I can pass that information off to you.”

From here, you can talk about the last memories you both share from Huzoor’s last visit to Canada.

“Earlier today I was thinking about Huzoor’s last visit to Canada, by the way do you remember where you were when Huzoor last visited?”

Talk about all the memories associated with Huzoor’s last visit, and how long it has been since then. If the khaddim was not present during Huzoor’s last visit, talk about their fondest memories associated with Huzoor. From here, motivate them to write a letter to Huzoor to request him to come visit this year.

Now conclude the visit by talking about how great it was to see them and thank them for giving you the time to talk today and see if they require any assistance or if there is anything you can do for them.