

## A CHECKLIST OF TOPICS TO DISCUSS IN PREPARATION FOR LLL LEADERSHIP

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Use your experience and Leader resources (the LEADER'S HANDBOOK, THE WOMANLY ART OF BREASTFEEDING, the BREASTFEEDING ANSWER BOOK, pamphlets and information sheets, the material in the *Leader's Pre-Application Packet* <http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html#packet>, your Leader publications) to explore, discuss, and/or practice the following topics and skills, relating each to the Leader Applicant's preparation to fulfill the responsibilities of an LLL Leader. Add topics and themes you think would be helpful. and contact your Leader Accreditation Department representative for additional suggestions.

The following page references may help you get started. Use them if you find them helpful. Please do not feel limited by them or obligated to use them all. Topics marked with an asterisk (\*) are in addition to those in the LEADER'S HANDBOOK checklist on pages 150-52 (2003 edition).

The sources referenced in this checklist are:

LEADER'S HANDBOOK 2003 edition: LH(03)

THE WOMANLY ART OF BREASTFEEDING 2004 edition: WAB(04)

BREASTFEEDING ANSWER BOOK 2003 edition: BAB(03)

LLLI pamphlets and tear-off sheets: Title and Publication No. [URL, if available on LLLI Web site](#)

LEAVEN and NEW BEGINNINGS article/topic indexes and articles, other online resources: Title and [URL or Web address](#)

In addition to these sources, there is a collection of articles listed by checklist topic on the Leader Applicant Web pages at <http://lalecheleague.org/leaderpages/LAD/app/articles.html> ; also resources on the EUS website here: <http://www.lleus.org/> .

Issue information for LEAVEN and NEW BEGINNINGS articles is included in the URL: publication (LV = LEAVEN, NB = NEW BEGINNINGS), issue date (months and year), and page (p#).

Some of the online files listed in this checklist may require a username and password: lleader and funds4LLL

The Web address for this checklist is: <http://www.lleus.org/Applicants/LHchecklist06Nov.rtf>

If clicking on a URL doesn't take you to the right Web page, try copying and pasting the URL into your Web browser.

Note to A/CLAs and Leaders: There is a list of the article and topic indexes and other online resources referenced in this checklist on the last page to make them easier to find and print out as needed for Applicants without Web access.

TOPIC	SOME POSSIBLE REFERENCES	DATE COVERED
<b>Breastfeeding management</b> Selected topics from the <i>Breastfeeding Resource Guide</i>	LH(03) 146 WAB, LH, BAB, LLLI pamphlets and tear-off sheets, LLLI online resources, LEAVEN, NEW BEGINNINGS, other LLL publications, Group library books <i>Breastfeeding Resource Guide</i> (BRG) <a href="http://lalecheleague.org/docs/lad/BRGRevision05.rtf">http://lalecheleague.org/docs/lad/BRGRevision05.rtf</a> Solving Specific Breastfeeding Problems/Research Articles (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/research.html">http://www.lalecheleague.org/lleaderweb/LV/research.html</a> Breastfeeding Resources from La Leche League (topic index) <a href="http://www.lalecheleague.org/nb.html">http://www.lalecheleague.org/nb.html</a> "Using the Breastfeeding Resource Guide" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVOctNov98p108.html">http://www.lalecheleague.org/lleaderweb/LV/LVOctNov98p108.html</a>	
When to consult or refer; where to get help	LH(03) 10-16, 25, 27, 28, 157-66, 201, 203, 249 WAB(04) 421-424 BAB(03) 11, 171, 588-90, 597, 619-32, 640; "Newborn Jaundice," "Prematurity," "Health Problems—Baby," "Nipple Problems," "Breast Problems," "Health Problems—Mother" chapters; "Resources for Parents" sections of chapters LLLI Web site <a href="http://www.lalecheleague.org">http://www.lalecheleague.org</a> (username: lleader password: funds4LLL) "When a Mother Needs More Than Support" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar01p10.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar01p10.html</a> "What Do I Say after I Say, 'Hello'?" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p69.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p69.html</a> "Where Do You Go When You Need to Know More?" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVDec98Jan99p119.html">http://www.lalecheleague.org/lleaderweb/LV/LVDec98Jan99p119.html</a> Area/local resource Leaders or local Leader resource guide (where available) Leader Specialty File ("specialties"; see LEAVEN for username and password)	

Relevant LLL philosophy	<a href="http://www.lalecheleague.org/leaderpages/leaderadmin.html?m=0,3,3">http://www.lalecheleague.org/leaderpages/leaderadmin.html?m=0,3,3</a> LH(03) xvi-xvii, 139-41, 228-29 WAB(04) 18-25, 46-47, 61, 223-24, 233-54 (bold page numbers have exact or close wording) “Reference to LLL’s Concepts in THE WOMANLY ART OF BREASTFEEDING (2004 edition)” from <i>LAD Lifeline</i> 2004 Issue 2 <a href="http://www.lalecheleague.org/docs/lad/CON-WAB2004.pdf">http://www.lalecheleague.org/docs/lad/CON-WAB2004.pdf</a>	
Published resources (from LLL; how to assess other information)	LH(03) 25, 118-19, 123, 156, 157-58, 159-66, 205-7, 208-9 WAB(04) 355, 394, 411-18 BAB(03) 594-95; “Publications for Parents” sections of chapters “Reading and Evaluating Breastfeeding Research” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVOctNov05p99.html">http://www.lalecheleague.org/lleaderweb/LV/LVOctNov05p99.html</a> “Critical Reading, Critical Thinking, Critical Listening” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJunJul98.html">http://www.lalecheleague.org/lleaderweb/LV/LVJunJul98.html</a> LLLI Web site <a href="http://www.lalecheleague.org">http://www.lalecheleague.org</a> (username: lleader password: funds4LLL) LLLI pamphlets and tear-off sheets Group Library books	
How we keep up-to-date	LH(03) 14, 153-70, 249 WAB(04) 41 LEAVEN, NEW BEGINNINGS, Area Leaders’ Letters, other LLL publications Chapter Meetings, workshops, conferences Networking with other Leaders	
Providing information rather than advice	LH(03) 7-14 “Avoiding the Advice Trap” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep01p84.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep01p84.html</a> “‘What Do I Say after I Say, ‘Hello’?” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p69.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p69.html</a>	
<b>Child development/ parenting</b> Common parenting concerns	LH(03) 174-88 WAB (especially chapters 5-15), BAB (especially chapters 6-8, 10), LLLI pamphlets and tear-off sheets, LLLI online resources, LEAVEN, NEW BEGINNINGS, other LLL publications, Group library books Parenting/Women’s Issues (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/parenting.html">http://www.lalecheleague.org/lleaderweb/LV/parenting.html</a> Breastfeeding Resources from La Leche League (topic index) <a href="http://www.lalecheleague.org/nb.html">http://www.lalecheleague.org/nb.html</a> Group Leader’s knowledge about common concerns in your location	
Solids, infant and toddler nutrition	LH(03) 64, 65, 76, 78 WAB(04) 139-42, 205-16, 223-32, 241-42, 339-49, 365-67, 377-78, 415 BAB(03) 51, 168, 174-75, 180-88, 202-3 <i>Starting Solids</i> No. 1266-17 Starting Solids (links to articles, other resources) <a href="http://www.lalecheleague.org/NB/NBsolids.html">http://www.lalecheleague.org/NB/NBsolids.html</a> “Introducing Complementary Foods” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVDec99Jan00p130.html">http://www.lalecheleague.org/lleaderweb/LV/LVDec99Jan00p130.html</a>	
Weaning	LH(03) 77, 79, 176, 178-80 WAB(04) 142-45, 233-54 BAB(03) 51, 192-206, 406-15 <i>How to Handle a Nursing Strike</i> No. 290-17 <i>Approaches to Weaning</i> No. 307-17 Weaning (links to articles, other resources) <a href="http://www.lalecheleague.org/NB/NBweaning.html">http://www.lalecheleague.org/NB/NBweaning.html</a> Extended Breastfeeding (Beyond One Year) (links to articles, other resources) <a href="http://www.lalecheleague.org/NB/NBextended.html">http://www.lalecheleague.org/NB/NBextended.html</a> “‘How to Avert Nursing Strikes during Special Occasions” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJunJul04p56.html">http://www.lalecheleague.org/lleaderweb/LV/LVJunJul04p56.html</a> “‘Weaning as a Natural Process” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVDec00Jan01p112.html">http://www.lalecheleague.org/lleaderweb/LV/LVDec00Jan01p112.html</a> “‘Desperate to Wean” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p58.html">http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p58.html</a>	

Loving guidance	LH(03) 18, 49-52, 78, 176, 183 WAB(04) 68-70, 91-95, 199-204, 244-45, 255-68 Parenting (links to articles, other resources) <a href="http://www.lalecheleague.org/NB/NBparenting.html">http://www.lalecheleague.org/NB/NBparenting.html</a> “Discipline Is Teaching” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-SepOct94p69.html">http://www.lalecheleague.org/llleaderweb/LV/LV-SepOct94p69.html</a>	
Relevant LLL philosophy	LH(03) xvi-xvii, 139-41, 228-29 WAB(04) <b>6</b> , <b>12-16</b> , <b>18-25</b> , <b>46-47</b> , 61, <b>88-89</b> , 91, 167-70, <b>168</b> , <b>183-92</b> , 205-20, <b>206</b> , <b>223-24</b> , <b>233-54</b> , 255-68, <b>256</b> , 339-49, <b>341</b> , 365-69 (bold page numbers have exact or close wording) “Reference to LLL’s Concepts in THE WOMANLY ART OF BREASTFEEDING (2004 edition)” from <i>LAD Lifeline</i> 2004 Issue 2 <a href="http://www.lalecheleague.org/docs/lad/CON-WAB2004.pdf">http://www.lalecheleague.org/docs/lad/CON-WAB2004.pdf</a>	
Separating LLL philosophy from apparently related ideas	LH(03) 46-47, 194-95, 195-96, 212-14 “Keeping the LLL Message Clear” & “An Exercise to Explore Personal Bias” <a href="http://lalecheleague.org/llleaderweb/LV/LV-JulAug-Sep06p64.html">http://lalecheleague.org/llleaderweb/LV/LV-JulAug-Sep06p64.html</a> “Mixing Causes” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-FebMar03p18.html">http://www.lalecheleague.org/llleaderweb/LV/LV-FebMar03p18.html</a> “Keeping the Message Clear” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-FebMar01p7.html">http://www.lalecheleague.org/llleaderweb/LV/LV-FebMar01p7.html</a> “When a Leader’s Beliefs Become Mixing Causes” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Apr-May99p30.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Apr-May99p30.html</a> “LLL’s Image: What Is LLL Philosophy and What Isn’t?” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-May-Jun86p35.html">http://www.lalecheleague.org/llleaderweb/LV/LV-May-Jun86p35.html</a>	
Incorporating information in Series Meetings and one-to-one helping	LH(03) 7-9, 30-35, 40, 57, 58, 123-24 BAB(03) 5-7 “Using LLL Publications to Enliven Meetings” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Apr-May97p33.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Apr-May97p33.html</a>	
Published resources	LH(03) 118-19, 123, 156, 159-66, 205-7, 208-9 WAB(04) 394, 411-18, 424 BAB(03) “Publications for Parents” sections of chapters LLLI Web site <a href="http://www.lalecheleague.org">http://www.lalecheleague.org</a> (username: llleader password: funds4LLL) LLLI pamphlets and tear-off sheets Group Library books	
<b>Communication/helping skills</b> Helping as an informed peer	LH(03) xiii-xiv, 1-16, 46 WAB(04) 396 BAB(03) 2-14, 588-90, 594-97 Helping Mothers (article index) <a href="http://www.lalecheleague.org/llleaderweb/LV/help.html">http://www.lalecheleague.org/llleaderweb/LV/help.html</a> “Initial Thoughts” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Apr-May98p26.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Apr-May98p26.html</a> “Our Greatest Strength” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Nov95-Dec95-Jan96p104.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Nov95-Dec95-Jan96p104.html</a> “The Responsibilities of Leadership: The Leader’s Role in LLLI’s Mission” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Jul-Aug93p55.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Jul-Aug93p55.html</a>	
The art of listening	LH(03) 3-7, 11, 40-43, 156, 169 BAB(03) 2-5 “Listening Skills” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Jun-Jul03p65.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Jun-Jul03p65.html</a> “Are You Listening?” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Aug-Sep01p78.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Aug-Sep01p78.html</a> “Body Language: One More Tool For Communication” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Dec99-Jan00p140.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Dec99-Jan00p140.html</a> Communication Skills sessions	
Gathering information	LH(03) 5-7, 11-14, 16, 17, 19, 23, 25, 28, 157-59, 165-66, 201, 203, 245, 249 BAB(03) 3-5, 12-13, 106-7, 151-52, 594, 597 “What Do I Say after I Say, ‘Hello’?” <a href="http://www.lalecheleague.org/llleaderweb/LV/LV-Aug-Sep00p69.html">http://www.lalecheleague.org/llleaderweb/LV/LV-Aug-Sep00p69.html</a> Communication Skills sessions	

Selecting and communicating information	LH(03) 2-3, 7-14, 23, 25, 32-35, 47, 156, 165-66, 169 BAB(03) 5-13, 594-97 Communication Skills sessions	
Confidentiality	LH(03) 16 “Confidentiality for Leaders” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAprMay05p33.html">http://www.lalecheleague.org/lleaderweb/LV/LVAprMay05p33.html</a> “Confidentiality” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p57.html">http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p57.html</a>	
Working with personal biases	LH(03) 2-3, 4-5, 15-16, 40-41, 47 BAB(03) 7-10 “Keeping the LLL Message Clear” & “An Exercise to Explore Personal Bias” <a href="http://lalecheleague.org/lleaderweb/LV/LVJulAugSep06p64.html">http://lalecheleague.org/lleaderweb/LV/LVJulAugSep06p64.html</a> “Are You Listening?” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep01p78.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep01p78.html</a> “Breastfeeding Support: When It Works, When It Doesn't” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep99p94.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep99p94.html</a> “Helping Mothers When You Have Strong Feelings about Their Choices” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVDec98Jan99p130.html">http://www.lalecheleague.org/lleaderweb/LV/LVDec98Jan99p130.html</a> “Just Helping a Mother Breastfeed” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar97p15.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar97p15.html</a> Bias exercise, available from your A/CLA	
Identifying and overcoming obstacles to communication	LH(03) 2-3, 4-5, 7, 18, 23, 33-35, 36-37, 39-40, 40-43, 44-46, 48, 59 BAB(03) 3-5, 7-10 “Keeping the LLL Message Clear” & “An Exercise to Explore Personal Bias” <a href="http://lalecheleague.org/lleaderweb/LV/LVJulAugSep06p64.html">http://lalecheleague.org/lleaderweb/LV/LVJulAugSep06p64.html</a> “Body Language: One More Tool For Communication” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVDec99Jan00p140.html">http://www.lalecheleague.org/lleaderweb/LV/LVDec99Jan00p140.html</a> “Breastfeeding Support: When It Works, When It Doesn't” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep99p94.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep99p94.html</a> “Setting the Stage for Acceptance” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVMayJun93p42.html">http://www.lalecheleague.org/lleaderweb/LV/LVMayJun93p42.html</a> “The Importance of Being Accepted” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVMayJun93p44.html">http://www.lalecheleague.org/lleaderweb/LV/LVMayJun93p44.html</a> Bias exercise, available from your A/CLA	
Respect for the experience and information each individual brings to a discussion or question	LH(03) 4-5, 9, 33-35, 36-37, 39, 40-43 BAB(03) 4, 6, 7-10	
<b>One-to-one helping/ Leader's log</b> Organizing materials for telephone helping	LH(03) 17, 18, 19, 114-16, 245, 249 “Power Tools for Telephone Helping” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p61.html">http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p61.html</a>	
Telephone helping with young children present	LH(03) 17, 18 “Power Tools for Telephone Helping” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p61.html">http://www.lalecheleague.org/lleaderweb/LV/LVJulAug94p61.html</a>	
Maintaining a log of one-to-one helping	LH(03) 17, 116, 245 “What Do I Say after I Say, ‘Hello?’” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p69.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p69.html</a> “Keeping Up-to-Date: Your Leader's Log” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar99p16.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar99p16.html</a>	
<b>Group dynamics/ facilitating discussion</b> Balancing discussion	LH(03) 29-35, 38, 39-47 Leading Series Meetings (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/meetings.html">http://www.lalecheleague.org/lleaderweb/LV/meetings.html</a> “Construction: Rebuilding an Existing Group” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJunJul02p60.html">http://www.lalecheleague.org/lleaderweb/LV/LVJunJul02p60.html</a> “Behind the Scenes: Developing Effective Leader Skills” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar96p7.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar96p7.html</a>	
Ensuring LLL information is presented	LH(03) 33-35, 43, 46 Leading Series Meetings (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/meetings.html">http://www.lalecheleague.org/lleaderweb/LV/meetings.html</a>	

Creating a welcoming atmosphere (to questions, ideas)	LH(03) 33-46, 48, 59 Leading Series Meetings (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/meetings.html">http://www.lalecheleague.org/lleaderweb/LV/meetings.html</a>	
Respectful disagreement (with information)	LH(03) 42-43, 45-46	
<b>Series Meetings Planning</b>	LH(03) 29-39, 40, 48, 52-79, 116, 144-45 La Leche League Meeting Ideas Collection (index) <a href="http://www.llli.org/leaderpages/ideas/ideas.html?m=0,3,5">http://www.llli.org/leaderpages/ideas/ideas.html?m=0,3,5</a> Leading Series Meetings (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/meetings.html">http://www.lalecheleague.org/lleaderweb/LV/meetings.html</a> “Planning Meetings” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVNovDec92p88.html">http://www.lalecheleague.org/lleaderweb/LV/LVNovDec92p88.html</a>	
Leader’s, Applicant’s, Group workers’ roles	LH(03) 55, 87, 90, 92, 93, 95-96, 107, 117, 136, 143, 149 “Can? Can’t? Why? Why Not?” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAprMay01p34.html">http://www.lalecheleague.org/lleaderweb/LV/LVAprMay01p34.html</a> “Working as Co-Leaders at Series Meetings” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVJulAug95p57.html">http://www.lalecheleague.org/lleaderweb/LV/LVJulAug95p57.html</a>	
Promoting membership	LH(03) 113-114, 237-40, 243 WAB(04) 39-40, 395-96 <i>LLLI Membership Information</i> No. 397-20 <i>The Benefits of LLL Membership</i> <a href="http://www.lalecheleague.org/membership.html">http://www.lalecheleague.org/membership.html</a> or <a href="http://www.lalecheleague.org/images/ben_mem2.pdf">http://www.lalecheleague.org/images/ben_mem2.pdf</a> (printable version) Leadership Responsibilities, Resources and Skills (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/leader.html">http://www.lalecheleague.org/lleaderweb/LV/leader.html</a> Fundraising Ideas: Membership Ideas (meeting ideas collection) <a href="http://www.llli.org/leaderpages/ideas/memideas.html">http://www.llli.org/leaderpages/ideas/memideas.html</a> Useful Outreach Materials: Series Notices, Handouts, Letters, Displays, etc. (meeting ideas collection) <a href="http://www.llli.org/leaderpages/ideas/outreach.html">http://www.llli.org/leaderpages/ideas/outreach.html</a>	
Mixing causes	LH(03) 46-47, 57, 58, 194-95, 212 Leading Series Meetings (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/meetings.html">http://www.lalecheleague.org/lleaderweb/LV/meetings.html</a>	
Toddlers at meetings	LH(03) 49-52, 174-80 WAB(04) 40-41 Leading Series Meetings (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/meetings.html">http://www.lalecheleague.org/lleaderweb/LV/meetings.html</a>	
<b>Evaluation Meetings</b> How to evaluate a meeting	LH(03) 81-84, 136 “Evaluating Your Effectiveness as a Leader” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar99p6.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar99p6.html</a>	
The Importance of reporting	LH(03) xvii, 85-86, 142, 254 “Paperwork Is Peoplework! Your Statistical Reports at Work” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAprMay01p32.html">http://www.lalecheleague.org/lleaderweb/LV/LVAprMay01p32.html</a>	
Evaluation and follow-up on Group jobs	LH(03) 84-85, 87-89, 91, 93-95, 136 “Managing the Group: Building a Core Group” <a href="http://www.lalecheleague.org/lleaderweb/LV/LVOctNov00p96.html">http://www.lalecheleague.org/lleaderweb/LV/LVOctNov00p96.html</a>	
Appropriate enrichment topics	LH(03) 85, 173-74 Enrichment and Special Meetings (meeting ideas collection) <a href="http://www.llli.org/leaderpages/ideas/enrichment.html">http://www.llli.org/leaderpages/ideas/enrichment.html</a>	
<b>Group Treasury</b> Record keeping	LH(03) 107-8, 108-13, 231-34, 236	
Memberships (processing)	LH(03) 112-13, 241	
Sales	LH(03) 58-59, 105-6, 108, 112, 124, 236	
Fundraising	LH(03) 58-59, 105-6, 108, 195, 204 <i>Funding Development Handbook</i> No. 193-13 Leadership Responsibilities, Resources and Skills (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/leader.html">http://www.lalecheleague.org/lleaderweb/LV/leader.html</a> Fundraising Ideas (meeting ideas collection) <a href="http://www.llli.org/leaderpages/ideas/fundraising.html">http://www.llli.org/leaderpages/ideas/fundraising.html</a>	
<b>Group Library</b>	LH(03) 118-19, 163, 206-7, 214-16	

LLL bibliographies	Book Evaluation Committee (includes links to <i>LLLI Bibliography</i> ) <a href="http://www.llli.org/BEC/BEC.html?m=0,0,9,0">http://www.llli.org/BEC/BEC.html?m=0,0,9,0</a> <i>LLLI Bibliography</i> <a href="http://www.llli.org/images/04Bibliography.pdf">http://www.llli.org/images/04Bibliography.pdf</a> (printable)	
Keeping the library up-to-date	LH(03) 118-20 LLLI Book Evaluation Committee (BEC) Recently Approved Publications <a href="http://www.lllibec.org/">http://www.lllibec.org/</a> Book Reviews from LEAVEN and NEW BEGINNINGS (article index) <a href="http://www.lalecheleague.org/bookreviews.html">http://www.lalecheleague.org/bookreviews.html</a> “Group Libraries: Finding Balance In Your Collection” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVFebMar04p16.html">http://www.lalecheleague.org/llleaderweb/LV/LVFebMar04p16.html</a> “Managing the Group: Growing Your Group Library” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVJunJul01p58.html">http://www.lalecheleague.org/llleaderweb/LV/LVJunJul01p58.html</a> “Using Conference Tapes in the Group Library” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVDec97Jan98p131.html">http://www.lalecheleague.org/llleaderweb/LV/LVDec97Jan98p131.html</a>	
Recommending books to mothers	LH(03) 5, 63, 117, 122-23 Book Reviews from LEAVEN and NEW BEGINNINGS (article index) <a href="http://www.lalecheleague.org/bookreviews.html">http://www.lalecheleague.org/bookreviews.html</a>	
Keeping track of books	LH(03) 93, 117-18, 120-21, 122 “Managing the Group: Growing Your Group Library” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVJunJul01p58.html">http://www.lalecheleague.org/llleaderweb/LV/LVJunJul01p58.html</a>	
How to order library materials	LH(03) 85, 124-25, 235-36 LLLI Store <a href="http://store.llli.org/">http://store.llli.org/</a> “Purchasing Books” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVJunJul01p64.html">http://www.lalecheleague.org/llleaderweb/LV/LVJunJul01p64.html</a>	
Critical reading	LH(03) 118-19, 165-66 WAB(04) 355 BAB(03) 594-95 “Reading and Evaluating Breastfeeding Research” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVOctNov05p99.html">http://www.lalecheleague.org/llleaderweb/LV/LVOctNov05p99.html</a> “Critical Reading, Critical Thinking, Critical Listening” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVJunJul98.html">http://www.lalecheleague.org/llleaderweb/LV/LVJunJul98.html</a>	
<b>Publicity</b> Meeting notices, announcements	LH(03) 97-105, 126-27, 175, 184, 205, 242-44, 246, 255-57 WAB(04) 396-97 Leadership Responsibilities, Resources and Skills (article index) <a href="http://www.lalecheleague.org/llleaderweb/LV/leader.html">http://www.lalecheleague.org/llleaderweb/LV/leader.html</a> Useful Outreach Materials: Series Notices, Handouts, Letters, Displays, etc. (meeting ideas collection) <a href="http://www.llli.org/leaderpages/ideas/outreach.html">http://www.llli.org/leaderpages/ideas/outreach.html</a>	
<b>Working with others (co-Leaders, Group workers)</b> Shared leadership	LH(03) 86-90, 129-30, 149 Leadership Responsibilities, Resources and Skills (article index) <a href="http://www.lalecheleague.org/llleaderweb/LV/leader.html">http://www.lalecheleague.org/llleaderweb/LV/leader.html</a>	
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<b>* Identifying/supporting Leader Applicants</b>	LH(03) xiii, 135-38, 149, 219-23 <i>Thinking About La Leche League Leadership?</i>	

* Interest in leadership; identifying potential Applicants	<a href="http://www.lalecheleague.org/LAD/TaLLL/TaLLL.html">http://www.lalecheleague.org/LAD/TaLLL/TaLLL.html</a> <i>Thinking About LLL Leadership? Leader's Guide</i> <a href="http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html">http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html</a> Leader Accreditation Department Topics (article index) <a href="http://www.lalecheleague.org/llleaderweb/LV/lad.html">http://www.lalecheleague.org/llleaderweb/LV/lad.html</a> “Considering an Interested Mothers' Workshop?” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVJunJul00p54.html">http://www.lalecheleague.org/llleaderweb/LV/LVJunJul00p54.html</a>	
* Pre-application dialogue	LH(03) 138-42, 219-23, 228-29 <i>Leader's Pre-Application Packet</i> <a href="http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html#packet">http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html#packet</a> <i>Pre-Application Guidelines for Leaders</i> <a href="http://www.lalecheleague.org/docs/lad/TaLLLPre-ApplicationGuidelinesforLeaders.pdf">http://www.lalecheleague.org/docs/lad/TaLLLPre-ApplicationGuidelinesforLeaders.pdf</a> <i>Application Guidelines for Leaders.pdf</i> <i>Overview of Application Work for Leader Accreditation</i> <a href="http://www.lalecheleague.org/docs/lad/TaLLLOverviewofApplicationWorkforLeaderAccreditation.pdf">http://www.lalecheleague.org/docs/lad/TaLLLOverviewofApplicationWorkforLeaderAccreditation.pdf</a> <i>Leader Recommendation</i> <a href="http://www.lalecheleague.org/docs/lad/LeaderRecommendation.pdf">http://www.lalecheleague.org/docs/lad/LeaderRecommendation.pdf</a> Leader Accreditation Department Topics (article index) <a href="http://www.lalecheleague.org/llleaderweb/LV/lad.html">http://www.lalecheleague.org/llleaderweb/LV/lad.html</a>	
* When the answer is “no”	LH(03) 138, 141, 142, 143, 147, 223-25 “When the Answer Is ‘No’” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVAprMay00p26.html">http://www.lalecheleague.org/llleaderweb/LV/LVAprMay00p26.html</a> “When I'd Rather Not Recommend” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVMarApr94p28.html">http://www.lalecheleague.org/llleaderweb/LV/LVMarApr94p28.html</a>	
* Supporting an Applicant	LH(03) 2, 135, 142-49, 150-52, 220-21 <i>Leader's Pre-Application Packet</i> <a href="http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html#packet">http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html#packet</a> <i>Overview of Application Work for Leader Accreditation</i> <a href="http://www.lalecheleague.org/docs/lad/TaLLLOverviewofApplicationWorkforLeaderAccreditation.pdf">http://www.lalecheleague.org/docs/lad/TaLLLOverviewofApplicationWorkforLeaderAccreditation.pdf</a> Leader Accreditation Department Topics (article index) <a href="http://www.lalecheleague.org/llleaderweb/LV/lad.html">http://www.lalecheleague.org/llleaderweb/LV/lad.html</a> Leader Applicant Web pages <a href="http://www.lalecheleague.org/leaderpages/LAD/app/applicant.html?m=0,3,4">http://www.lalecheleague.org/leaderpages/LAD/app/applicant.html?m=0,3,4</a> “A Busy Leader’s Guide to Supporting Leader Applicants” <a href="http://www.lalecheleague.org/leaderpages/LAD/busy.html">http://www.lalecheleague.org/leaderpages/LAD/busy.html</a>	
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Leader resources	LH(03) 17, 114-17 “Managing the Group: The Art of Organization” <a href="http://www.lalecheleague.org/llleaderweb/LV/LVFebMar99p19.html">http://www.lalecheleague.org/llleaderweb/LV/LVFebMar99p19.html</a>	
Meeting ideas	LH(03) 63, 64-79, 116, 145, 173-90 La Leche League Meeting Ideas Collection (index) <a href="http://www.llli.org/leaderpages/ideas/ideas.html?m=0,3,5">http://www.llli.org/leaderpages/ideas/ideas.html?m=0,3,5</a>	
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	<p>“Active Leader Definition”  <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep01p74.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep01p74.html</a></p>	
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LLL’s accountability to us	<p>LH(03) xx, 153, 208, 219  “From the Executive Director: FAQs about LLLI Liability Insurance”  <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar06p2.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar06p2.html</a>  “We’ve Got You Covered”  <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar06p3.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar06p3.html</a>  “Do You ‘C’ What I ‘C’?”  <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep96p53.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep96p53.html</a></p>	
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<b>Published resources</b> THE WOMANLY ART OF BREASTFEEDING	<p>LH(03) xviii-xix, 63, 75, 139-41, 160  WAB(04) xiii-xiv, 394, 398-407  “Book Review: THE WOMANLY ART OF BREASTFEEDING – New Thoughts on an Ancient Art” <a href="http://www.lalecheleague.org/NB/NBJanFeb05p4.html">http://www.lalecheleague.org/NB/NBJanFeb05p4.html</a></p>	
THE BREASTFEEDING ANSWER BOOK	<p>LH(03) 160  WAB(04) 411  BAB(03) xvii-xviii  “Surprises in the 2003 edition of THE BREASTFEEDING ANSWER BOOK”  <a href="http://www.lalecheleague.org/lleaderweb/LV/LVFebMar03p3.html">http://www.lalecheleague.org/lleaderweb/LV/LVFebMar03p3.html</a></p>	
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	<a href="http://store.llli.org/books/category/10">http://store.llli.org/books/category/10</a>	
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* Publications for health professionals	LH(03) 156, 161, 206 BAB(03) 666 BREASTFEEDING ABSTRACTS (article index) <a href="http://www.lalecheleague.org/ba/ba.html">http://www.lalecheleague.org/ba/ba.html</a> "Keeping Up-to-Date: BREASTFEEDING ABSTRACTS" <a href="http://www.lalecheleague.org/llleaderweb/LV/LVAugSep05p82.html">http://www.lalecheleague.org/llleaderweb/LV/LVAugSep05p82.html</a>	
<b>Continuing education opportunities</b>	LH(03) 167 "LLL at Chapter Meetings" <a href="http://www.lalecheleague.org/llleaderweb/LV/LVAugSep98p74.html">http://www.lalecheleague.org/llleaderweb/LV/LVAugSep98p74.html</a>	
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<b>LLLI</b>		
Bylaws, policies	LH(03) xi, 212-29 <i>La Leche League International Bylaws</i> <a href="http://www.lalecheleague.org/bylaws.html">http://www.lalecheleague.org/bylaws.html</a> <i>Policies and Standing Rules Notebook</i> <a href="http://lalecheleague.org/leaderpages/PSR.html">http://lalecheleague.org/leaderpages/PSR.html</a>	
Purpose, philosophy, and mission	LH(03) xvi-xvii, 139-41, 227, 228-29 <i>What Is La Leche League International?</i> <a href="http://lalecheleague.org/whatisLLL.html">http://lalecheleague.org/whatisLLL.html</a> <i>La Leche League's Purpose and Philosophy</i> <a href="http://www.llli.org/purpose.html?m=1,0,3">http://www.llli.org/purpose.html?m=1,0,3</a> and <a href="http://www.llli.org/philosophy.html?m=1,0,2">http://www.llli.org/philosophy.html?m=1,0,2</a>	
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Leader Department; Leader support	LH(03) xix, 125-27, 155, 191 "PERKS (Priceless and Effortless Resources Kindly Shared)" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAprMay04p32.html">http://www.lalecheleague.org/lleaderweb/LV/LVAprMay04p32.html</a> Area/local resource guide or directory (where available)	
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Leader Accreditation Department	LH(03) xix, 144, 146, 155-56, 191 "Leader Accreditation Yesterday ... Today ... Tomorrow?" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p75.html">http://www.lalecheleague.org/lleaderweb/LV/LVAugSep00p75.html</a> "What is LAD?" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVMayJun94p46.html">http://www.lalecheleague.org/lleaderweb/LV/LVMayJun94p46.html</a> Area/local resource guide or directory (where available)	
Communication Skills Department	LH(03) 2, 156, 169, 191 "What's New In Leader Development" <a href="http://www.lalecheleague.org/lleaderweb/LV/LVDecJan03p142.html">http://www.lalecheleague.org/lleaderweb/LV/LVDecJan03p142.html</a> Area/local resource guide or directory (where available)	
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Publications Department	LH(03) 156, 160-61, 161-62, 191-92, 205-6 Area/local resource guide or directory (where available)	
LLLI Board of Directors	LH(03) xx, 154, 192 La Leche League International Board of Directors <a href="http://www.lalecheleague.org/BOD/BOD.html">http://www.lalecheleague.org/BOD/BOD.html</a> Board of Directors (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/bod.html">http://www.lalecheleague.org/lleaderweb/LV/bod.html</a>	
LLLI or National/Affiliate Office	LH(03) xii, 88, 131, 199-209 WAB(03) 38, 394 BAB(03) 667 Board of Directors (article index) <a href="http://www.lalecheleague.org/lleaderweb/LV/bod.html">http://www.lalecheleague.org/lleaderweb/LV/bod.html</a>	

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*A Checklist of Topics to Discuss in Preparation for LLL Leadership* is based on a checklist in the LLLI LEADER'S HANDBOOK, Fourth Edition (© 2003 La Leche League International). All materials contained herein original to *A Checklist of Topics to Discuss in Preparation for LLL Leadership* are intended for training and education of LLL Leader Applicants and Leaders. None of these parts may be reproduced or transmitted, in any form or by any means, electronic or mechanical, including photocopying, or by any information storage and retrieval system, **by individuals or groups outside La Leche League** without prior written permission from LLLI LAD.

## List of Article/Topic Indexes and Other Online Resources Referenced in This Checklist

Articles (collection of useful articles for Applicants on Leader Applicant Web pages, listed by checklist topic)

<http://lalecheleague.org/leaderpages/LAD/app/articles.html>

Articles from LEAVEN, La Leche League's Publication for Leaders (topic index)

<http://www.lalecheleague.org/lleaderweb/LV/index.html>

Board of Directors (article index) <http://www.lalecheleague.org/lleaderweb/LV/bod.html>

Book Evaluation Committee (includes links to *LLLI Bibliography*) <http://www.llli.org/BEC/BEC.html?m=0,0,9,0>

Book Reviews from LEAVEN and NEW BEGINNINGS (article index) <http://www.lalecheleague.org/bookreviews.html>

BREASTFEEDING ABSTRACTS (article index) <http://www.lalecheleague.org/ba/ba.html>

Breastfeeding Advocacy (article index) <http://www.lalecheleague.org/lleaderweb/LV/advocacy.html>

Breastfeeding Resources from La Leche League (topic index) <http://www.lalecheleague.org/nb.html>

Conference Information and Reports from NEW BEGINNINGS (article index) <http://www.lalecheleague.org/NB/NBconference.html>

Educational Offerings (Web page) <http://www.lalecheleague.org/LLLleducation.html>

Enrichment and Special Meetings (meeting ideas collection) <http://www.llli.org/leaderpages/ideas/enrichment.html>

Extended Breastfeeding (Beyond One Year) (links to articles, other resources) <http://www.lalecheleague.org/NB/NBextended.html>

Fundraising Ideas (meeting ideas collection) <http://www.llli.org/leaderpages/ideas/fundraising.html>

Fundraising Ideas: Membership Ideas (meeting ideas collection) <http://www.llli.org/leaderpages/ideas/memideas.html>

Helping Mothers (article index) <http://www.lalecheleague.org/lleaderweb/LV/help.html>

Index of LEAVEN Articles, by Date <http://www.lalecheleague.org/lleaderweb/LV/index-date.html>

Index of NEW BEGINNINGS Articles (by date and issue) <http://www.lalecheleague.org/nbdate.html>

La Leche League Area and Affiliate Conferences (Web page) <http://www.lalecheleague.org/Area/AreaConf.html>

La Leche League Meeting Ideas Collection (index) <http://www.llli.org/leaderpages/ideas/ideas.html?m=0,3,5>

Leader Accreditation Department Topics (article index) <http://www.lalecheleague.org/lleaderweb/LV/lad.html>

Leader Applicant Web pages <http://lalecheleague.org/leaderpages/LAD/app/applicant.html?m=0,3,4>

Leader Specialty File <http://www.lalecheleague.org/leaderpages/leaderadmin.html?m=0,3,3> (“specialties” box; see LEAVEN for username and password)

Leadership Responsibilities, Resources and Skills (article index) <http://www.lalecheleague.org/lleaderweb/LV/leader.html>

Leading Series Meetings (article index) <http://www.lalecheleague.org/lleaderweb/LV/meetings.html>

LLLI Book Evaluation Committee (BEC) Recently Approved Publications <http://www.lllibec.org/>

LLLI Conferences (article index) <http://www.lalecheleague.org/lleaderweb/LV/conferences.html>

LLLI Store <http://store.llli.org/>

LLLI Web site <http://www.lalecheleague.org> (username: lleader password: funds4LLL)

LLLOnline (article index) <http://www.lalecheleague.org/lleaderweb/LV/lllonline.html>

Parenting (links to articles, other resources) <http://www.lalecheleague.org/NB/NBparenting.html>

Parenting/Women’s Issues (article index) <http://www.lalecheleague.org/lleaderweb/LV/parenting.html>

Solving Specific Breastfeeding Problems/Research Articles (article index)

<http://www.lalecheleague.org/lleaderweb/LV/research.html>

Starting Solids (links to articles, other resources) <http://www.lalecheleague.org/NB/NBsolids.html>

Thinking About La Leche League Leadership? <http://www.lalecheleague.org/LAD/TaLLL/TaLLL.html>

Thinking About LLL Leadership? Leader’s Guide

<http://www.lalecheleague.org/leaderpages/LAD/TaLLL-LeadersGuide/TaLLL.html>

Useful Outreach Materials: Series Notices, Handouts, Letters, Displays, etc. (meeting ideas collection)

<http://www.llli.org/leaderpages/ideas/outreach.html>

Weaning (links to articles, other resources) <http://www.lalecheleague.org/NB/NBweaning.html>