

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

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 Application 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 LAD representative for additional suggestions.

Leader Applicant's Name: \_\_\_\_\_

Topic	Dates	Resources	Comments
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### **Breastfeeding management**

- selected topics from the *Breastfeeding Resource Guide* \_\_\_\_\_
- when to consult or refer; where to get help \_\_\_\_\_
- relevant LLL philosophy \_\_\_\_\_
- published resources (LLL's, how to assess other information) \_\_\_\_\_
- how we keep up to date \_\_\_\_\_
  - providing information rather than advice \_\_\_\_\_

### **Child development/parenting**

- common parenting concerns \_\_\_\_\_
- solids, infant and toddler nutrition \_\_\_\_\_
- weaning \_\_\_\_\_
- loving guidance \_\_\_\_\_
- relevant LLL philosophy \_\_\_\_\_
- separating LLL philosophy from apparently \_\_\_\_\_

related ideas \_\_\_\_\_

- incorporating information in Series Meeting \_\_\_\_\_

and one-to-one helping \_\_\_\_\_

- published resources \_\_\_\_\_

### **Communication/helping skills**

- helping as an informed peer \_\_\_\_\_
- the art of listening \_\_\_\_\_
- gathering information \_\_\_\_\_
- selecting and communicating information \_\_\_\_\_
- confidentiality \_\_\_\_\_

- working with personal biases
- identifying and overcoming obstacles to communication

**The importance of respect**

- for individuals
- for the experience and information each individual brings to a discussion or question

**One-to-one helping/Leader's log**

- organizing materials for telephone helping
- telephone helping with young children present
- maintaining a log of one-to-one helping

**Group dynamics/facilitating discussion**

- balancing discussion
- ensuring LLL information is presented
- creating a welcoming atmosphere (to questions, ideas)
- respectful disagreement (with information)

**Series Meetings**

- planning
- Leader's, Applicant's, Group workers' roles
- promoting membership
- mixing causes
- toddlers at meetings

**Evaluation Meetings**

- how to evaluate a meeting
- the importance of reporting
- evaluation and follow-up on Group jobs
- appropriate enrichment topics

**Group management**

*Group Treasury*

- record keeping
- memberships
- sales
- fundraising

*Group Library*

- LLL bibliographies; keeping the library up to date
- recommending books to mothers
- keeping track of books
- how to order library materials
- critical reading

*Publicity*

- meeting notices, announcements

**Working with others (co-Leaders, Group workers)**

- shared leadership
- combining different approaches and work styles

- building agreement
- accountability and autonomy

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### ***Organizing materials***

- forms
- Leader resources
- meeting ideas

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### **Time Management**

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- balancing LLL responsibilities with family needs
- basic Leader responsibilities and other activities
- delegating

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### ***Image***

- first impressions
- Leader's role in the community

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### ***Accountability***

- the purpose of:
- our accountability to LLL and mothers
- LLL's accountability to us
- the Leader's Statement of Commitment

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### ***Published resources***

- THE WOMANLY ART OF BREASTFEEDING
- LEADER' HANDBOOK
- THE BREASTFEEDING ANSWER BOOK
- LLL pamphlets and tear-off sheets
- Leader and member publications
- Area Library
- LLLI Web site

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### ***Continuing education opportunities***

- Chapter Meetings
- Workshops for Leaders and Leader Applicants
- Area/National/Affiliate/Regional Conferences
- LLLI Conferences

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### ***LLLI***

- Bylaws, policies
- purpose, philosophy, and mission

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### ***LLL structure and support beyond the Group***

- how a Leader accesses support
  - whom to go to for what
  - Chapter, District, Area, Region, Affiliate/Division, LLLI
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- online support
- Leader Department; Leader support
- Professional Liaison Department
- Leader Accreditation Department
- Communication Skills/Human RelationsEnrichmentDept
- Conference/EventsDepartment
- Finance Department
- Publications Department
- LLLI Board of Directors
- LLLI or National/Affiliate Office