



Hawai'i Breastfeeding Teams

Work Strategy

Telephone Meetings

- A. Pre Planning Telephone Meeting (email/call)
 1. Team Coordinator-info sharing/organizer
 2. Breastfeeding issues-select a goal (first)
 3. Minutes from last meeting (subsequent)
 - a. Reminder of "to do items"-members
- B. Initial Telephone Meeting
 1. Converse
 - a. each Team member
 - 1) introduction
 - 2) why participate
 - 3) what hope to achieve w/participation
 - b. identify simple goal for Team*
 - c. passion level for goal
 - d. resources to achieve goal
 2. Commit
 - a. consensus on goal-scope
 - b. outcome desired
 - c. date to reach goal
 - d. celebration

3. Chart Course

- a. What (action verb/steps to achieve)
- b. Who (assignments to do for each step)
- c. When (date to complete each step)
- d. Next Team Meeting (date, time)

C. Subsequent Telephone Meetings

- a. Review Progress on action steps
- b. Revise action steps/completion times
- c. Recommit to goal, action steps/times
- d. Record work and to do list for members

D. Next Team Meeting (date, time)

(* Breastfeeding Teams-Legislative/Policy,
Business, Breastfeeding Awareness,
Mother Support, Health Care System)