

# Session 8: Developing action plans

## Objectives

At the conclusion of this session, participants will be able to:

- Identify specific changes necessary to ensure that their health facilities are Baby-friendly.
- Prepare brief action plans for making necessary changes in their health facilities' policies and procedures.

## Duration

Group or individual work on *Action Plans*: 1 to 1 ½ hours

Presentations and discussion of results from self appraisals and action planning: 1 hour

Discussion and recommendations for regional coordination: 30-60 minutes (optional)

Total: 2 to 3 hours

(Time for presentations and discussion will vary, depending on the number of teams and/or individuals that will be reporting.)

## Teaching methods

Group or individual work

Presentations and discussion

## Preparation for session

- Prior to the session, trainers should decide how participants should be grouped for the preparation of their *Action Plans*. In general, one plan should be prepared for each health facility represented at the course. If there are several participants from non-care-giving settings, such as the Ministry of Health, trainers should work with them to decide whether it would be useful for them to work with hospital teams or to develop plans focused on their own responsibilities related to BFHI.
- Make sure adequate working space is available for the various teams and/or individuals and that flipcharts and markers are ready for them to use in preparing summaries of their plans.

- It is important, before the session, to determine what type of follow-up support will be available to the teams as they implement their *Action Plans* after the course and whether progress reports will be requested and how often. The individual responsible for follow-up (e.g., the national breastfeeding coordinator or BFHI coordinator) should help lead the discussion following the presentation of the *Action Plans*.
- In some courses, it may be useful to add some time after the presentation and discussion of *Action Plans* for discussing possibilities for regional coordination among the health facilities and other organizations represented at the course. (See item 4 in the session plan.) If this discussion will be included, adjust the programme schedule to provide the extra time needed.

### Training materials

#### *Handouts*

- 8.1: Slide presentation handout for Session 8 (Slides 8.2-3)
- 8.2: Action Plan

#### *Slides/Transparencies*

- 8.1: Action plan
- 8.2-3: Example of a section of an *Action Plan*

The website featuring this Course contains links to the slides and transparencies for this session in two Microsoft PowerPoint files. The slides (in colour) can be used with a laptop computer and LCD projector, if available. Alternatively, the transparencies (in black and white) can be printed out and copied on acetates and projected with an overhead projector. The transparencies are also reproduced as the first handout for this session.

### References

WHO. *Protecting, promoting and supporting breastfeeding: The special role of maternity services*. A Joint WHO/UNICEF Statement. Geneva, World Health Organization, 1989.

**Outline**

Content	Trainer's Notes
<p><b>1. Development of an Action Plan for making necessary changes</b></p> <ul style="list-style-type: none"> <li>■ Developing an <i>Action Plan</i> for making the necessary changes in each health facility is the next step in the planning process. The process may include:           <ul style="list-style-type: none"> <li>▪ Reviewing the results of the <i>Self-appraisal</i>, problem areas identified during the last session, and ideas concerning changes identified by the team that are needed to make its facility Baby-friendly</li> <li>▪ Developing the first draft of a brief <i>Action Plan</i> while still at the course</li> <li>▪ Discussing the results and potential strategies on return to the team's health care facility, bringing other important decision-makers into the planning process, and reaching a consensus on actions to be taken</li> </ul> </li> <li>■ The <i>Action Plan</i> table provides a quick way to summarize the main activities that are part of the plan, as well as their timing and who is responsible. Participants from the various health facilities may want to use this table to prepare the broad outlines of their plans, or use some other format, if it is more appropriate for their own setting.</li> <li>■ An example of a section of a completed <i>Action Plan</i> may give participants who have not had much experience with planning a better idea of what to put in the plans.</li> </ul>	<p><b>Group or individual work: 60 minutes</b></p> <p>Mention that a mini-version of the presentation is reproduced in Handout 8.1 and included in the participants' folder.</p> <p>Briefly review the <i>Action Plan</i> table (Slide 8.1). Pass out two copies of the action plan table (Handout 8.2) to the individual or group from each health facility. Ask each team to meet and develop a first draft of its plan, focusing on actions that will improve its facility's support of breastfeeding and solve key problems identified during the <i>Self-appraisal</i>.</p> <p>The plans should be written on the blank handout sheets and then summarized on flipchart paper or transparencies for presentation during plenary. The presentation in the plenary should include both a brief summary of the results from the <i>Self-appraisal</i> (achievements and steps needing improvement) and an overview of the proposed <i>Action Plan</i>. Each team should designate one representative to present the <i>Self-appraisal</i> results and another to present their plans. Mention how long each group will have for its presentation.</p> <p>If it would be helpful, present an example of a portion of an <i>Action Plan</i> focused on "Step 1", using Slides 8.2-3, to give participants a sense of what their <i>Action Plans</i> might look like.</p> <p>Remind the participants that these are only the first drafts of their plans. The plans can be more fully developed in collaboration with other important decision-makers once participants return to their institutions.</p> <p>In some courses there may be participants who do not work in health facilities, for example, policy-makers from the Ministry of Health or managers from institutions that finance health care. Ask these participants to prepare plans as well, focusing on actions that will support the BFHI.</p>

<p><b>2. Self-appraisal and Action Plan presentations</b></p> <ul style="list-style-type: none"> <li>■ Presentation of overviews of results from the <i>Self-appraisal</i> and the main points in the <i>Action Plans</i> the teams have developed to address improvements needed.</li> </ul>	<p><b><i>Presentations: 50 minutes</i></b></p> <p>Ask each team to present both a brief overview of the results from its <i>Self-appraisal</i> and a summary of the main aspects of the <i>Action Plan</i> it has developed to address improvements needed. Mention again how much time is scheduled for each presentation and discussion and manage the session so that the last groups presenting are not short changed.</p> <p>Collect the <i>Self-appraisal</i> and <i>Action Plan</i> summaries prepared by the teams after their presentations, make copies and give originals back to the teams. (If flipcharts are prepared, these sheets can be collected instead.) These summaries can be used to prepare the course report and to guide those responsible for providing follow-up support.</p>
<p><b>3. Discussion of follow-up support</b></p> <ul style="list-style-type: none"> <li>■ Discussion of any plans for follow-up and supervision, as well as any support available, as teams implements their plans.</li> </ul>	<p><b><i>Discussion: 10 minutes</i></b></p> <p>Discuss plans for follow-up and supervision as well as any support that will be available and how it will be coordinated. In addition, discuss whether progress reports will be requested and, if so, how often and what format should be used.</p>
<p><b>4. Discussion of regional coordination (optional)</b></p> <ul style="list-style-type: none"> <li>■ Discussion of the possibilities for regional coordination within the Initiative and development of recommendations or agreements concerning collaborative activities</li> </ul>	<p><b><i>Discussion: 30-60 minutes</i></b></p> <p>If considered useful, spend some time before the course ends discussing possibilities for regional coordination among the health facilities and other organizations represented at the course. The BFHI may be strengthened, for example, if all health facilities agree to follow the <i>Ten Steps</i> and fully adhere to the <i>International Code</i>. Some facilities that are farther along in the process may be able to provide assistance to those just starting to make changes. Recommendations or agreements concerning collaborative activities can be developed.</p>

Handout 8.1:

## Presentation for session 8

**Action Plan**

Action	Timing	Responsibility

Transparency 8.1

**Action Plan**

Action	Timing	Responsibility
<b>Step 1: Policy</b> Appoint a committee with reps from prenatal care, L&D, post-partum wards and neo-natal intensive care to improve hospital BF/IF policy. (Include HIV guidelines.)	2 months after return from course	Hospital administrator to appoint committee
Hold annual sessions for all maternity staff to orient them to new BF/IF policy	Each January	Chief nursing officer from maternity services
Include review of BF/IF policy in orientation for all new staff	As needed	Staff providing orientation

Transparency 8.2

**Action Plan (continued)**

Action	Timing	Responsibility
Post new policy in all relevant units	After policy finalized	Chief nursing officer
Prepare policy summary for mothers, including pictorial version for non-literate clients	Same	TBD
Distribute policy to all women during first counselling session	On-going	Staff counsellors

Transparency 8.3

Handout 8.2

<b>Action Plan</b>	<b>Action</b>	<b>Timing</b>	<b>Responsibility</b>

