

Nine Habits of Successful Comprehensive Cancer Control Coalitions



Identifying the Habits

- ACS, Strategic Health Concepts and CDC partnered in the identification of the Nine Habits
- Reviewed evidence and literature
- Conducted surveys and interviews to identify the habits of high performing coalitions (councils)

Nine Habits of Successful Comprehensive Cancer Control Coalitions

1. Empowering Leadership
2. Shared Decision Making
3. Value-Added Collaboration
4. Dedicated Staff
5. Diversified Funding
6. Effective Communication
7. Clear Roles and Accountability
8. Flexible Structure
9. Priority Work Plans



The HABITS are:

- Interconnected and comprehensive
- Part of the New Mexico Cancer Council's values
- Integrated into the Council's work
- Intended to support Council success



Habit 1

Empowering Leadership

- Encourages shared decision making
- Enables and supports member progress
- Expected outcomes are Council members:
 - Become more invested
 - Become more productive
 - Become more actively engaged





Habit in Action

Empowering Leadership

- **Recruit** other leaders
 - Encourage Council volunteers to participate in leadership roles
- **Communicate** expectations
 - Participate in workgroups
 - Utilize action plans within workgroups
- **Focus** on results
 - Track progress of action plans



Habit 2

Shared Decision Making

- No one organization or person overpowers others
- Decisions have strong rationale and are based on data, stakeholder input
- Members agree on how decisions are made





Habit in Action

Shared Decision Making

- **Involve** members in:
 - how decisions are made
 - what decisions will be made (setting priorities, allocating resources, leadership changes, etc.)
 - when decisions will be made
- **Communicate and document** decisions





Habit 3

Value-Added Collaboration

- Members identify and work on value-added efforts (efforts that are enriched by Council participation)
- Council efforts should enhance, expand, create – not duplicate





Habit in Action

Value-Added Collaboration

- **Be deliberate** about what you do
 - Is it already being done – can it be enhanced by the Council's efforts?
 - Identify new Council initiatives
- **Do it!**
 - We work on priorities together
 - The Council makes it happen



Habit 4

Dedicated Staff

- Council members may provide dedicated staff support
- Staff assists in ongoing Council work
 - coordination
 - communication
 - tracking progress



Habit in Action

Dedicated Staff

- **Match** member skill sets with Council needs
- **Look** beyond DOH for staff support
- **Be ready!** Have a contingency plan for member turnover



Habit 5

Diversified Funding

- Diversified resources are necessary for implementing Council priorities
- Efforts don't stop if one source of funding goes away
- Members understand the importance of diversified funds, seek out new resources



Habit in Action

Diversified Funding

- **Communicate** about funding
 - This is what we have/what we don't
 - The benefits of diversified resources
- **Develop** a resource strategy
 - For \$ and in-kind support
- **Create** a resource “wish list”
 - Let everyone know what you need





Habit 6

Effective Communication

- Consistent and Timely
 - What to expect and when
- Purposeful
 - Informative, Proactive, Responsive
- Diverse
 - Surveys, reports, email, fact sheets, infographics, meetings, presentations, Council website





Habit in Action

Effective Communication

- **Create** a simple communication plan
 - Who, what, where, when and how
- **Assure** there are ongoing methods for feedback and input
- **Keep** communication short and simple

Habit 7

Clear Roles and Accountability

- Members know what is expected of them and what to expect of others
- Members follow through with tasks
 - Scope and timeframes are reasonable
- Council members' varying roles are clearly communicated (i.e., term lengths, responsibilities, expectations)





Habit in Action

Clear Roles

- **Identify/update** Council member roles
 - Put in writing: responsibilities, length of commitment, etc.
- **Recruit** members to fill roles
- **Remind** members about roles
 - Ask to recommit, encourage new roles

Habit in Action Accountability

- **State** expectations
- **Assign** and follow up on meeting action items
- **Report** on progress
- **Thank** and congratulate members
 - For their contributions and progress



Habit 8

Flexible Structure

- Structure for the Council is influenced by Cancer Plan priorities
- Flexibility allows us to maximize our strengths and resources
- Change is encouraged
 - Change in workgroups, leadership, communication methods, etc.

Habit In Action

Flexible Structure

- **Assure** processes are in place to allow for changing priorities
 - The NM Cancer Council has revised its structure over time
 - Workgroup status
 - Membership
 - Workgroups are created to meet the current needs of the Council
- **Encourage** members to remain engaged by participating in “new” Council activities.

Habit 9

Priority Work Plans

Two parts to this habit:

- **Priorities** assure focused efforts
- **Priority work plans** track effectiveness and progress



Set Priorities

- Cancer Council plan(s) are comprehensive...
 - YET you cannot do everything at once
- Focus priorities on collaborative efforts
- Focused efforts will support success

Criteria for Setting Priorities

FIRST

- Is this a significant area of need or interest?
- Executive Committee representation/commitment?
- Does this have a reasonable chance for success?
- Can we track progress / outcomes?
- Are there evidence-based strategies to address priorities?
- Tied to Cancer Plan

FINALLY

- Council members sign up to work on this effort
- Recruit other interested participants

Reassess Priorities

- Reassess every 1-2 years
- For existing priorities...
 - Continue?
 - Adjust?
 - Stop?
- Should new priorities be selected?

A Priority Work Plan

- Is a motivational tool for progress
- Is a “map” that guides us
- Is available for members, other workgroups and the Executive Committee
- Can be revised as challenges, opportunities arise

Habit In Action

Priority Work Plan Template

New Mexico Cancer Council
Work Group Action Planning Tool

List out the next steps to achieve Work Group's selected activity
List name(s) of individual(s) responsible for each task, due dates
and additional notes in the table below.
Distribute completed table to all team members.

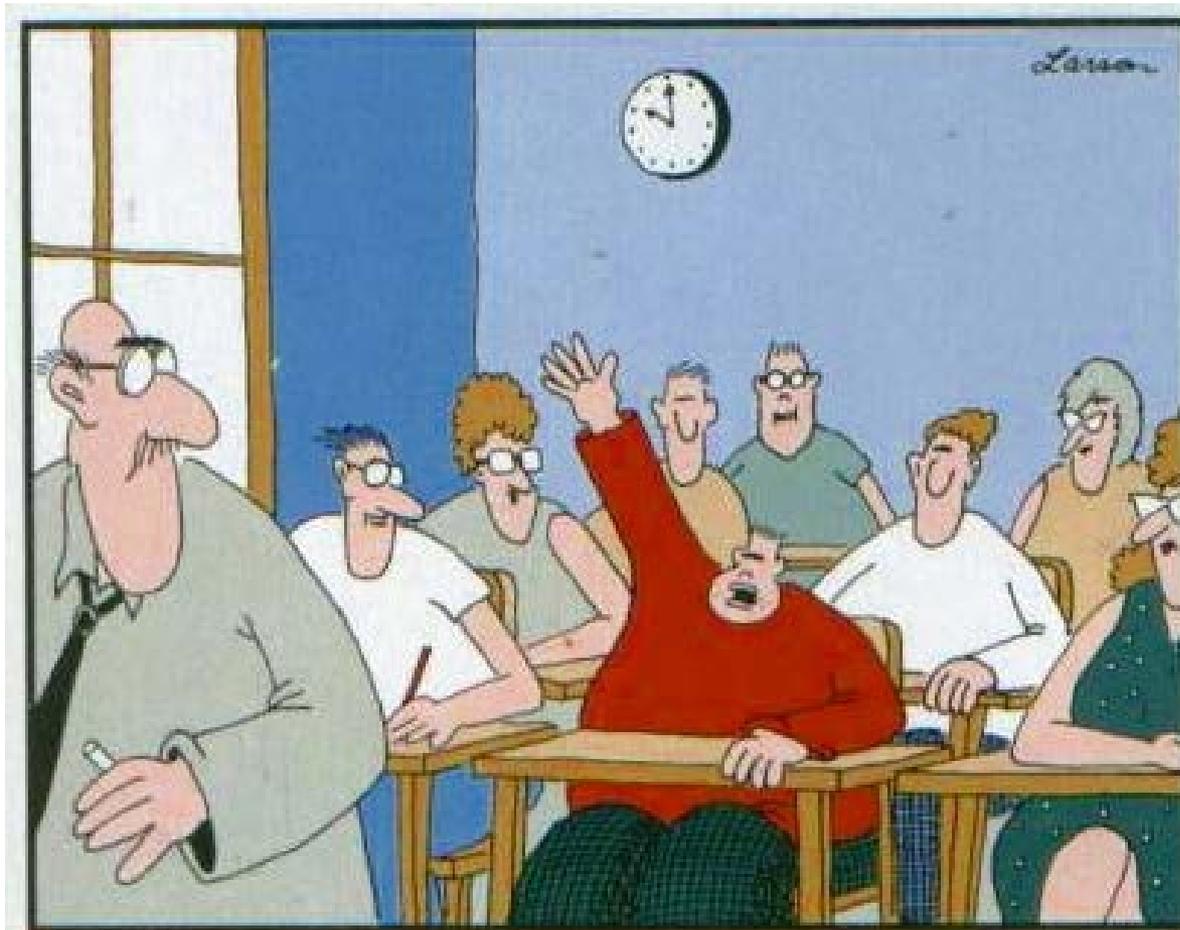
Members:
Chair:
Executive Committee Liaison:
Period:

Work Group: Colorectal Cancer Work Group		<input checked="" type="checkbox"/> Priority <input type="checkbox"/> Standing
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Cancer Plan Goal: Objective: _____

Work Group's selected activity (brief description):
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Action Steps	By Whom	By When	Status	Completed



**"Mr. Osborne, may I be excused?
My brain is full."**

