

Welcome to

THE TRAINING WILL BEGIN SHORTLY

While you're waiting...

How to Lead an Effective & Engaging 15-Minute Team Huddle
10:00 - 11:00 a.m. PT

Icebreaker Question (answer in the chat)
What's your "hype up" song?
Please enter your answer in the Chat.

Survey & Certificate of Completion
Available following the training.

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Before We Begin...

DURING

- Access your note-taking slides! The link can be found in the chat.
- Review interactive features for today's session. Locate the controls on the toolbar at the bottom of your screen.
- This presentation is being recorded.

AFTER

- Complete the survey at the end of this webinar to receive your Certificate of Attendance.
- A follow-up email will be sent to all participants within two days.

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Hi, We're CalTrin!

Who we are

- The California Training Institute
- Funded by the State of California, Dept. of Social Services, Office of Child Abuse Prevention (OCAP) to support child abuse prevention through professional development and extended learning opportunities.
- Designed for staff of family strengthening and child abuse prevention organizations in California, including FRCs, CAPCs, CBOs, and other child and family serving systems.

What we offer

- Live webinars & small group training
- Virtual, self-paced courses
- Job aids & other resources

CALTRIN
California Training Institute

This training was made possible with funding from the California Department of Social Services, Office of Child Abuse Prevention. Any opinions, findings, conclusions, and/or recommendations expressed are those of the CABC, CalTrin and do not necessarily reflect the views of the California Department of Social Services.

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UPCOMING TRAININGS

mark your calendars!

Visit caltrin.org to view the full training calendar and self-paced online training options





Safe & Affirming Care for Transgender & Gender-Diverse Children & Youth

June 14, 2024



Good to Great Book Club


July & August, 2024



Boundary Spanning Leadership


August 10, 2024

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How to Lead an Effective & Engaging 15-Minute Team Huddle

Presented by CalTrin



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Speaker SPOTLIGHT



Jessica Mattly, MBA
CalTrin Training Coordinator & Facilitator

- Worked for First 5 San Diego in 2009
- Training & Leadership Development for global corporation
- Training Certifications
 - Bringing the Protective Factors Framework to Life in Your Work (CTF Alliance)
 - Standards of Quality for Family Strengthening and Support (NFSN)




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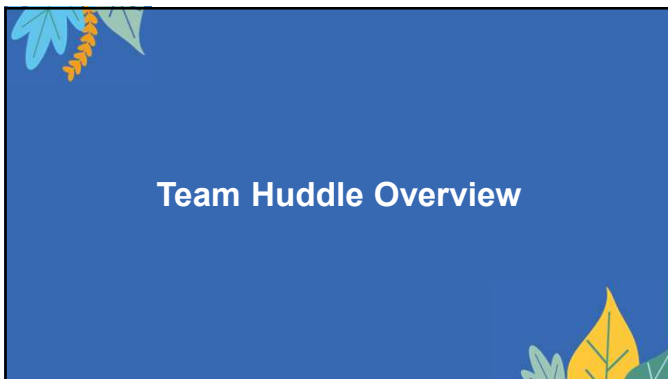
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Agenda

- Review the benefits of conducting team huddles
- Review the differences between a team meeting and a team huddle
- Explore tips and strategies for developing an effective and engaging team huddle agenda
- Develop a plan for facilitating your next team huddle




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Purpose


- Alignment:** Focus efforts toward common goals and objectives
- Information sharing:** Facilitate the timely and efficient exchange of information
- Collaboration and problem-solving:** Create an opportunity to collaborate and problem-solve together
- Building relationships:** Foster a sense of community and connection
- Accountability:** Promote accountability by providing a platform to report progress, discuss obstacles, and receive feedback
- Continuous improvement:** Create an opportunity for reflection and continuous improvement



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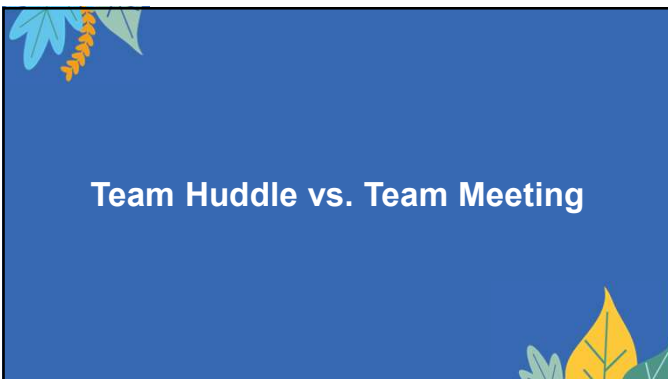
Benefits

Time Efficiency	Increased Engagement	Focused Topics
Enhanced Productivity	Shortened Response Times	Reduced Meeting Fatigue

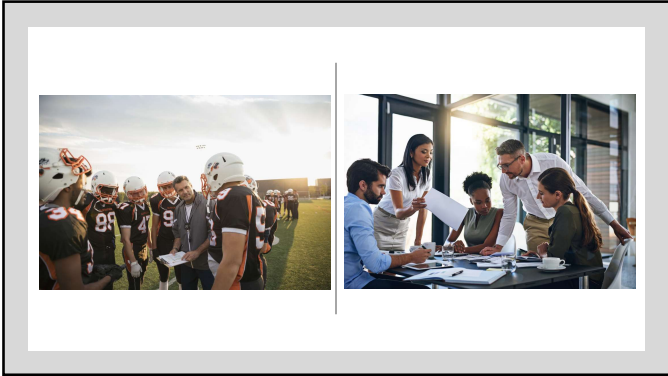


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Team Huddle vs. Team Meeting



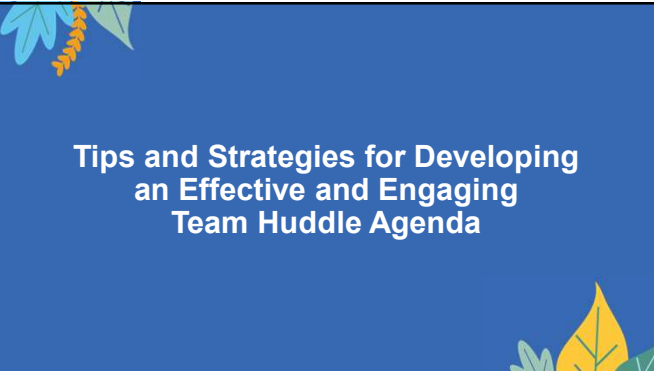
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Team Huddle	Team Meeting
<ul style="list-style-type: none"> • Shorter in duration (15 minutes or less) • Conducted more frequently • Designed for quick updates, coordination, and alignment • Smaller group of core team members • Highly focused agenda • Swift sharing • Promote immediate action, accountability, and problem resolution • Encourage brief discussions, quick decision-making, and rapid response 	<ul style="list-style-type: none"> • Longer in duration (30+ minutes to several hours) • Scheduled less frequently - weekly or monthly • Focus on comprehensive discussions, presentations, and decision-making • Involvement of a larger group of team members • Agenda may cover multiple topics or projects • Can involve detailed reporting, analysis, and brainstorming sessions • Opportunities for in-depth collaboration, problem-solving, and strategic planning

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Tips and Strategies for Developing an Effective and Engaging Team Huddle Agenda

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Huddle Preparation

- Determine the outcomes or goals you want to achieve during the huddle. For example:
 - Share project updates
 - Address urgent issues
 - Make time-sensitive decisions
 - Collaborate on problem-solving
- Prepare and/or distribute agenda or materials in advance
- Allocate time for each agenda item:
 - Estimate how much time should be dedicated to each topic to ensure the huddle stays on schedule.



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Huddle Structure

- Establish time limits and enforce discipline
- Set ground rules for effective communication
- Encourage concise and focused discussion
- Delegate responsibilities to minimize distractions and maximize huddle efficiency



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Huddle Roles

- Facilitator
 - Create agenda, manage progress
- Note Taker
 - Record key decisions, action items, etc.
- Timekeeper
 - Ensures allocated times are respected
- Parking Attendant
 - Identifies topics/conversations that need to be addressed outside of the huddle
- Action Advocate
 - Recaps any decisions to ensure team is clear about who is responsible for next steps



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Huddle Challenges

- Resistance to change
 - Clearly communicate Team Huddle benefits and structure
- Manage distractions
 - Set ground rules and delegate roles
- Time constraints
 - Allocate time for prioritized topics and assign remaining topics to future scheduled meeting dates
- Foster inclusion
 - Rotate responsibilities and include fun activities
- Utilize technology
 - Leverage tools that allow virtual participants to share and collaborate



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Restaurant OWNER.COM		Preshift Template	
DATE:	January 15, 2020	DAY:	Wednesday
ASH MKO:	Michelle @ Spruce	PAH MKO:	Scott @ Spruce
BEFORE			
TODAY	Guest Count/Shift	AM	PM
	Business Pace		
	Shift Expectations		
UPCOMING	Announcements		
	Events		
EDUCATE			
FOOD & BEVERAGE	Featured Recipe(s)		
	Discussion		
	Focus		
SERVICE / HOSPITALITY	Key Points		
	Focus		
TEAMWORK / SAFETY / OTHER	Goal 1		
	Goal 2		
	Goal 3		
	Focus		
BEHIND			
WELCOME	Name		
RECOGNITION	Team		
	Team		
THANKS	Name		
	Name		
	Team		
APPROPRIATIONS / GRATITUDES	Voluntary		

Source: Restaurantowner.com

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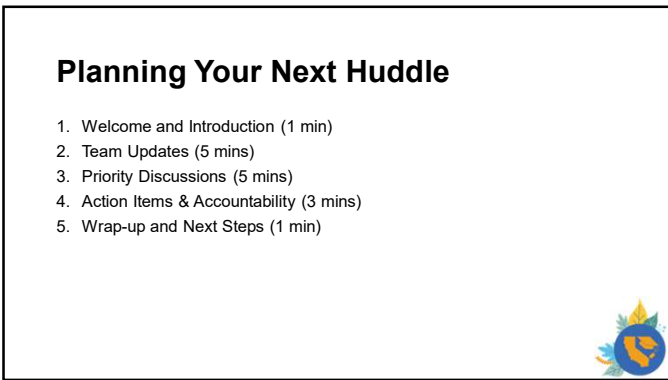
Blue Bird O B I L L		Preshift Guide	
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BEFORE			
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EDUCATE			
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SERVICE / HOSPITALITY	Key Points		
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TEAMWORK / SAFETY / OTHER	Goal 1		
	Goal 2		
	Goal 3		
	Focus		
BEHIND			
WELCOME	Name		
RECOGNITION	Team		
	Team		
THANKS	Name		
	Name		
	Team		
APPROPRIATIONS / GRATITUDES	Voluntary		

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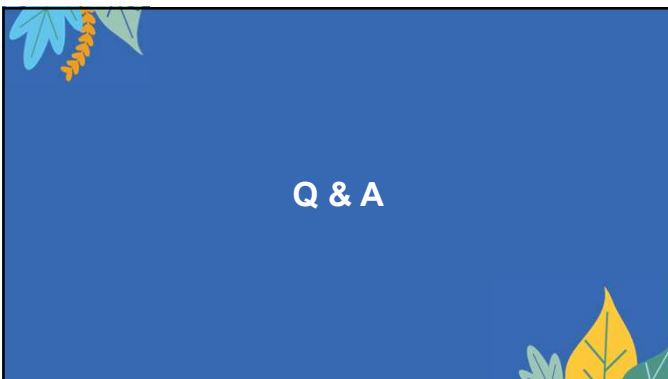
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Thanks for joining us!

WHAT'S NEXT?

- Survey and certificate in the chat now
- Follow-up email with resources within two days
- Watch your inbox for the next issue of *CalTrin Connect*

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