Welcome!

THE TRAINING WILL BEGIN SHORTLY

While you're waiting...

Icebreaker Question

What's your "hype up" song?

Please enter your answer in the Chat.

Recording & Resources

Sent to your registration email within the next two days.

Survey & Certificate of Completion

Available following the training.

CONNECT WITH US!

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Before We Begin...

DURING

Access your notetaking slides!
The link can be found
in the chat.

This presentation is
being recorded.

DURING

Review interactive features for today's session. Locate the controls on the toolbar at the bottom of your screen.

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.

Hi, We're CalTrin!

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PLACER
LAKE
SONOMA
YOLO
EL DORADO
NAPA
SACRA-MENTO
AMADOR
ALPINE
SOLANO
CALAVERAS
MARIN
TUOLUMNE
CONTRA COSTA
SAN JOAQUIN
MONO
SAN FRANCISCO
ALAMEDA
STANISLAUS
MARIPOSA
SAN MATEO
SANTA CLARA
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MONTEREY
KINGS
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CALTRIN
California Training Institute

Who we are

- The California Training Institute
- Funded by the State of California, Dept. of Social Services, Office of Child Abuse Prevention (OCAP) to provide training to FRCs and CAPCs
- We support child abuse prevention in California through professional development and extended learning.

What we offer

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

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 CEBC /CalTrin and do not necessarily reflect the views of the California Department of Social Services.

UPCOMING TRAININGS

mark your calendars!

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

Strengths-Based Leadership

August 10, 2023

Emerging Leaders Development Program

September 2023 – April 2024

Protective Factors & ACEs: Meeting Families with Hope & Healing

June 20, 2023

Overview of the Protective Factors

July 11, 2023

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

Presented by CalTrin

CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

OFFICE OF CHILD ABUSE PREVENTION
California Department of Social Services
grow strong families

Rady Children's San Diego
Chadwick Center for Children & Families

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Speaker SPOTLIGHT

Jessica Mattly, MBA
CalTrin Training Coordinator & Facilitator

- First 5 Care Coordinator – San Diego
- SDSU Global Campus Instructor – Training & Development
- Human Resources Professional Background
- Gallup-Certified Strengths Coach

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Where are you joining from?

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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

Team Huddle Overview

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

Benefits

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

Team Huddle vs. Team Meeting

Team Huddle

- 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

Team Meeting

- Longer in duration (30+ minutes to several hours)
- Scheduled less frequently, such as 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

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

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.

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

Huddle Roles

- Facilitator
  - Create agenda, manages 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

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

Team Huddle Planning

Planning Your Next Huddle

1. Welcome and Introduction (1 min)
2. Team Updates (5 mins)
3. Priority Discussions (5 mins)
4. Action Items & Accountability (3 mins)
5. Wrap-up and Next Steps (1 min)

Q & A

Thanks for joining us!

WHAT'S NEXT?

- Survey and certificate in the chat now
- Recording and resources available within two days
- Watch your inbox for the next issue of *CalTrin Connect*

STAY CONNECTED FOR MORE FREE TRAINING & RESOURCES!

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