

**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	DURING	AFTER
 Access your notetaking 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.	 Complete the survey at the end of this webinar to receive your Certificate of Attendance.
 This presentation is being recorded.		 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 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 CSBC/CalTrin and do not necessarily reflect the views of the California Department of Social Services.

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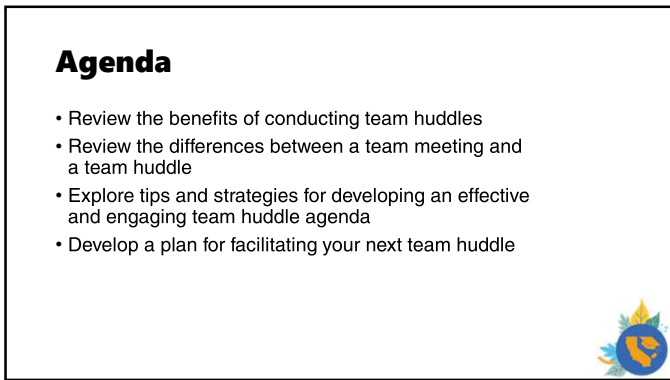
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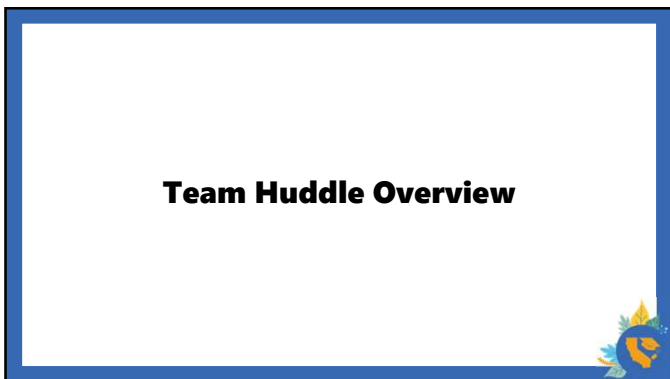
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**Purpose**

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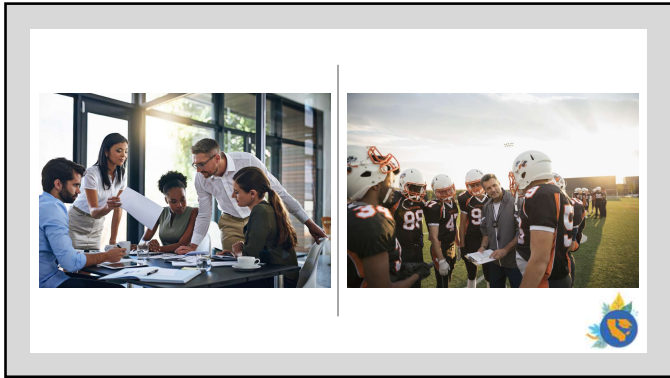
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Team Huddle	Team Meeting
<ul style="list-style-type: none"> <li>• Shorter in duration (15 minutes or less)</li> <li>• Conducted more frequently</li> <li>• Designed for quick updates, coordination, and alignment</li> <li>• Smaller group of core team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

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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, 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



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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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**Team Huddle Planning**



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**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)



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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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