

# 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.

## CONNECT WITH US!



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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.

# 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



# UPCOMING TRAININGS

*mark your calendars!*

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and self-paced online training options



June 14, 2024



July & August, 2024



August 15, 2024



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

## Presented by CalTrin

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**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)





# LET'S LEARN ABOUT YOU!



# 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

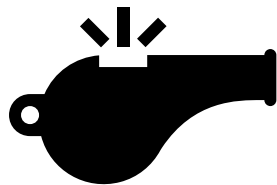




# Team Huddle vs. Team Meeting

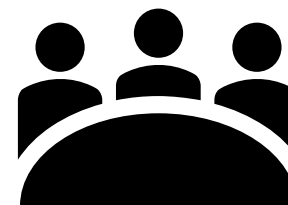






### Team Huddle

- 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 - 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, 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



# 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



DATE:	DAY:
A.M. MOD:	P.M. MOD

INFORM		
TODAY	Guest Count/Sales	AM: PM:
	Business Pace	
	Shift Expectations	
UPCOMING	Announcements	
	Events	

EDUCATE		
FOOD & BEVERAGE	Featured Item(s)	
	Discussion	
SERVICE / HOSPITALITY	Focus	
	Key Points	
TEAMWORK / SAFETY / OTHER	Focus	
	Goal 1	
	Goal 2	
	Goal 3	
VALUES	Focus	

INSPIRE		
WELCOME		
RECOGNITION	Name	
	Name	
	Team	
THANKS	Name	
	Name	
	Team	
APPRECIATIONS / GRATITUDES	Voluntary	





## Preshift Guide

DATE: January 18, 20XX		DAY: Wednesday	
A.M. MOD: Michelle & Stan		P.M. MOD Stan & Justin	
INFORM			
TODAY	Guest Count/Sales	AM: 140/\$2600	PM: 225/\$6500
	Business Pace	Normal lunch, busier dinner as golf competitors begin to arrive in town	
	Shift Expectations	Lunch, reservation for 16; dinner, booked 5:45 - 7:45, a lot of 1 <sup>st</sup> time guests - opportunities to make a great impression!	
UPCOMING	Announcements	Next week's wine focus: Sauvignon Blanc -tasting 1/24, 3:00-3:30 Staffing Sunday Brunch starting this Sun 1/22 - 11 vs.10 servers so we can provide better service	
	Events	Women's golf tournament at the public course this weekend Valentine's Day Special: Chef-Curated Menu: \$75 per person, offered 2/11-2/14 - Invite your guests back to celebrate with us!	
EDUCATE			
FOOD & BEVERAGE	Featured Item(s)	Wasabi Crusted Chilean Sea Bass;	
	Discussion	Sea Bass - Cooking method - accompanying items, - Jonas will demo Wine pairing - Jeremy, featuring Sauvignon Blanc BG - Lagunitas Team Pils, Intro - Lagunitas New Dogtown Pale Ale	
SERVICE / HOSPITALITY	Focus	Deliver Our Awesome Hospitality	
	Key Points	Everyone - 10/4 Rule FOH - Use hospitable language- "my pleasure", express gratitude, make an awesome first impression BOH - Best experience: Perfect plate presentation, accurate modifications, and ticket times!	
TEAMWORK / SAFETY / OTHER	Focus	Improve Team Communication	
	Goal 1	POS Accuracy: Review your orders before sending to the kitchen - 0 errors	
	Goal 2	BOH: Any question? Ask the Expo to find the Server - 0 errors	
	Goal 3	Need help? Ask for it! We have each other's backs!	
VALUES	Focus	Teamwork Makes Dreamwork!	
INSPIRE			
WELCOME	New Team Members: Host - Marissa, Dishwasher - Andre,		
RECOGNITION	Name - Jordan	Now joining the Line Cook team, moving up from the Prep Kitchen	
	Team - Host	Received three awesome guest compliments last night!	
THANKS	Name - Jesse	Referring Andre to join our team- here's \$50 for your great referral!	
	Name - Stephanie	Reorganized the liquor cage for easy bar inventory.	
APPRECIATIONS / GRATITUDES	Voluntary	Crystal - for her leadership at the Host desk. She's the smiling, friendly face of our restaurant, setting the tone for a perfect guest experience. She does a great job of welcoming and training new Hosts, as you can see by the terrific job Marissa is doing! We appreciate Crystal's contributions to the team!	





# 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
- Follow-up email with resources within two days
- Watch your inbox for the next issue of *CalTrin Connect*



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