

*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.

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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 CTRIN. 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](http://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 12, 2024

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

Presented by CalTrin

CHSD is not responsible for the creation of content and any views expressed in its materials and programming.



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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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### 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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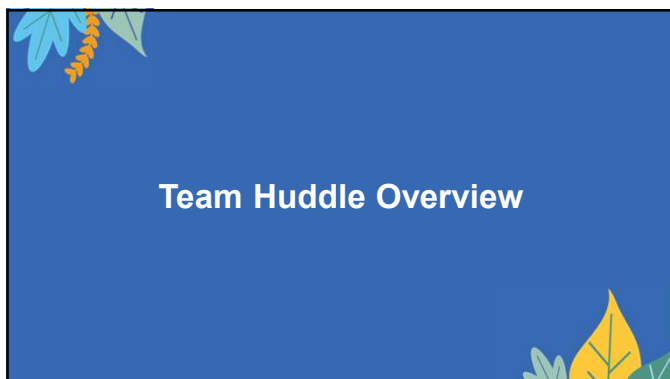
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## Purpose

**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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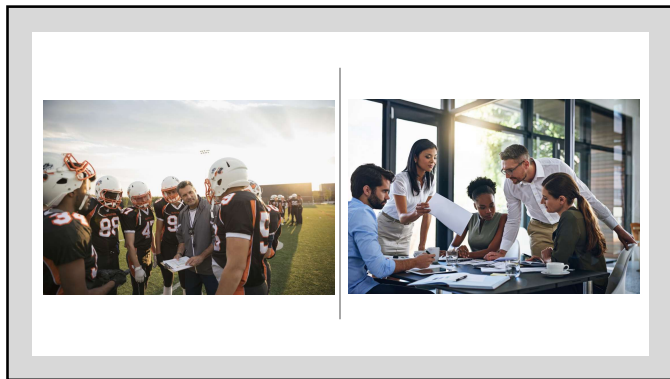
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Team Huddle	Team Meeting
<ul style="list-style-type: none"> <li>• Shorter in duration (15 minutes or less)</li> <li>• Conducted more frequently</li> <li>• Designed for quick updates, coordination, and alignment</li> <li>• Smaller group of core team 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 - 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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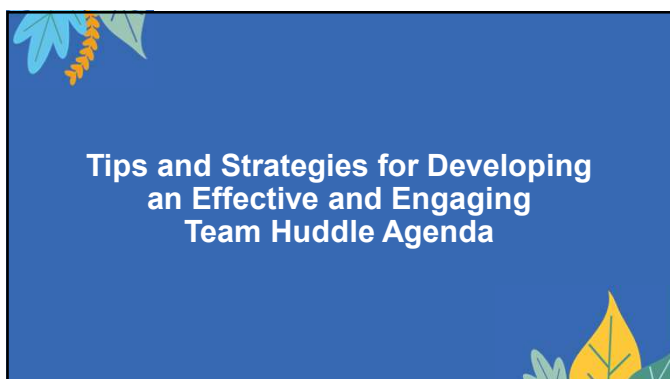
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## Huddle Preparation

- 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** **Preshift Template**

DATE: January 10, 2024 DAY: Wednesday  
 ASL MD: Wednesday 4-5 PM FSL MD: 5 PM - 6 PM

INFO	
Event Coordinator	ANA
Business Plan	FIN
Staff Expectations	
Assessments	
UPCOMING	Events

FOCUS	
FOOD & BEVERAGE	Discussion
SERVICE / HOSPITALITY	Focus
TEAMWORK / SAFETY / OTHER	Focus
VALUES	Focus

WELCOME	
NAME	
TEAM	
THANKS	
APPRECIATIONS / GRATITUDES	

Source: Restaurantowner.com



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**Blue Fish Grill** **Preshift Guide**

DATE: January 10, 2024 DAY: Wednesday  
 ASL MD: Wednesday 4-5 PM FSL MD: 5 PM - 6 PM

INFO	
Event Coordinator	ANA
Business Plan	FIN
Staff Expectations	
Assessments	
UPCOMING	Events

FOCUS	
FOOD & BEVERAGE	Discussion
SERVICE / HOSPITALITY	Focus
TEAMWORK / SAFETY / OTHER	Focus
VALUES	Focus

WELCOME	
NAME	
TEAM	
THANKS	
APPRECIATIONS / GRATITUDES	

Source: Restaurantowner.com



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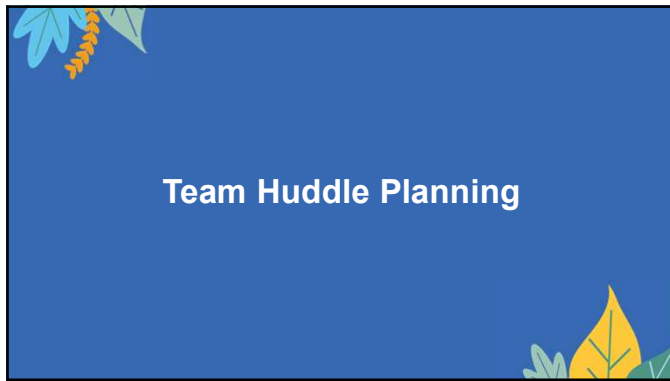
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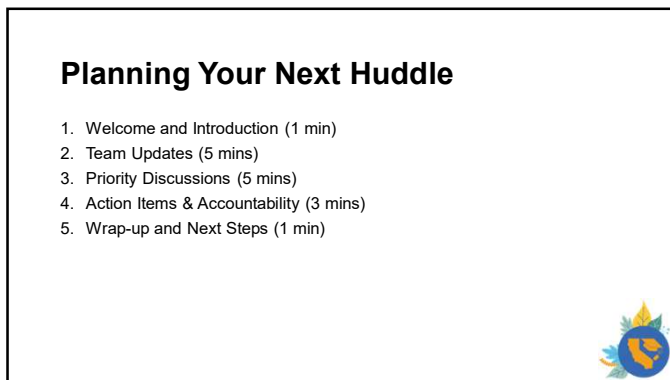
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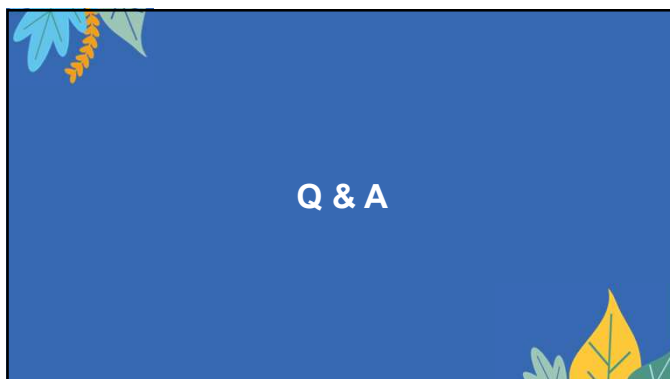
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Thanks for joining us!

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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