

## Huddle Template

**INFORM** *Overview of logistics for the team (what's happening, who is needed, etc.)*

Topic	Details
Volume/Needs	
Today's Flow	
Shift Priorities/ Areas of Focus	
Announcements/ Events	

**EDUCATE** *Build knowledge, reinforce values, or offer mini learning moments.*

Topic	Details
Resources & Services	
Staff Development	
Cross-Team Collaboration	

**INSPIRE** *Energize and connect the team with recognition, gratitude, and a human moment.*

Topic	Details
Welcome	
Recognition	
Gratitude/Shout-out	
Encouragement	