

Example Huddle Template

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

Topic	Details
Volume/Needs	<p>Snapshot of how many families are coming in today and any urgent needs.</p> <p>24 families are visiting, 8 have urgent housing needs</p>
Today's Flow	<p>Any scheduled programming, major appointments, or important visitors.</p> <p>Parenting Workshop at 10:30am in Room A.</p>
Shift Priorities/ Areas of Focus	<p>Reminders about key priorities to remember.</p> <p>Mention & remind all walk-ins about the Backpack Drive next Tuesday.</p>
Announcements/ Events	<p>Program or staffing updates and upcoming events.</p> <p>Sign up for CalTrin's next Protective Factor of the Month</p>

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

Topic	Details
Resources & Services	<p>Highlight something helpful (a program flyer, form, policy update, new community partner, etc.).</p> <p>New question on the Intake Form, updated hours of service from a partner.</p>
Staff Development	<p>A short reminder on soft skills or best practices.</p> <p>Referral criteria, set out-of-office notices</p>
Cross-Team Collaboration	<p>Ways to strengthen teamwork across roles and shifts.</p> <p>Use the whiteboard in our shared space to note lunch times.</p>

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

Topic	Details
Welcome	Introduce new team members, interns, volunteers.
Recognition	Celebrate someone for a great moment, effort, or achievement.
Gratitude/Shout-out	Thank someone for going the extra mile. Open for peer feedback.
Encouragement	Share a quote, reflection, or a client testimonial.