

Welcome to

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

THE TRAINING WILL BEGIN SHORTLY! WHILE YOU'RE WAITING...

Icebreaker Question
(answer in the chat)
What's your "hype up" song?

Survey & Certificate of Completion
Available following the training.

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Before We Begin...

DURING		AFTER
 Access your participant guide now! 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.	 External AI assistants are not allowed in CalTrin trainings due to California privacy laws.	 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

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 CABC, 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 to view the full training calendar and self-paced online training options

Parental Resilience

August 19, 2025

Strengths-Based Leadership

September 9, 2025

Beyond Orientation: Developing Onboarding that Connects, Inspires, & Builds Culture from the Start

September 23, 2025

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

Presented by CalTrin

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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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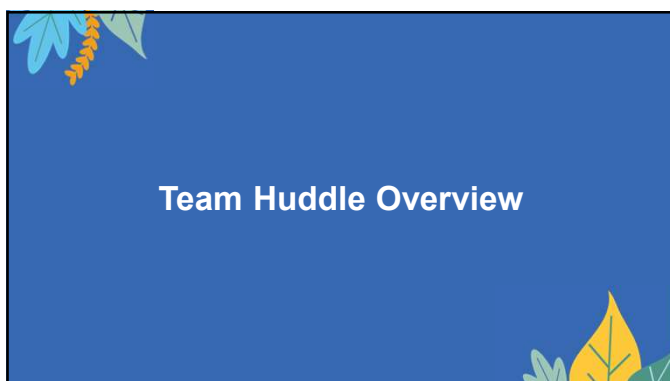
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Agenda

- 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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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

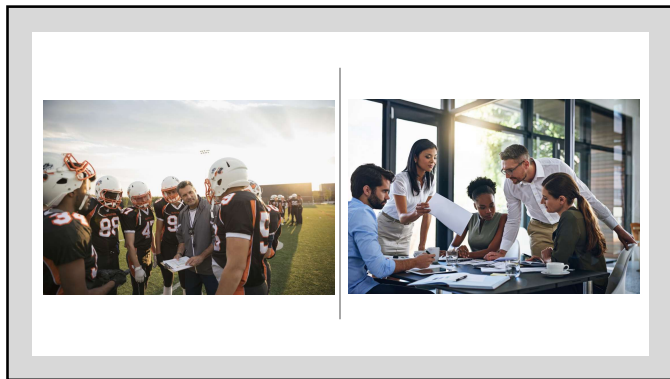
Reduced
Meeting
Fatigue





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Team Huddle vs. Team Meeting

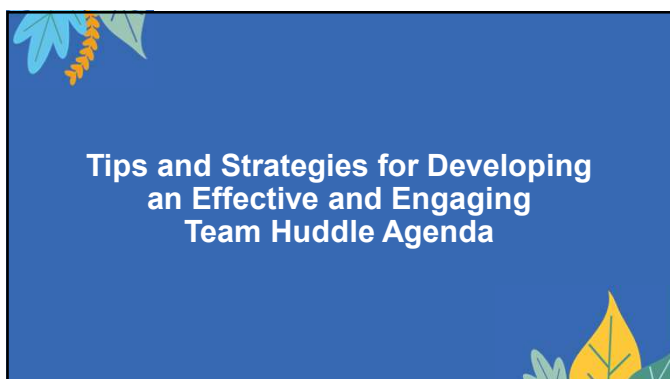
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Team Huddle	Team Meeting
<ul style="list-style-type: none"> • Shorter in duration (15 minutes or less) • Conducted more frequently • Designed for quick updates, coordination, and alignment • Smaller group of core team members • Highly focused agenda • Swift sharing • Promote immediate action, accountability, and problem resolution • Encourage brief discussions, quick decision-making, and rapid response 	<ul style="list-style-type: none"> • 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

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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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Huddle Template

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

Topic	Details
Volume/Needs	
Today's Flow	
Staff 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
Recognition	
Gratitude/ shout-out	
Encouragement	

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Example Huddle Template

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

Topic	Details
Volume/Needs	Swastika of how many families are coming in today and any urgent needs.
Today's Flow	All families are visiting. If there is urgent meeting needs, any concerns programming, major appointments, or important visitors.
Staff Priorities/ Areas of Focus	Personal: All families at 10:00 am in Room 4. Reminders about any priorities to remember: services & remind all walk-ins about the Backpack Drive next Tuesday.
Announcements/ Events	Program or staffing updates and upcoming events. Sign up for CofW's next Protection Partner of the Month.

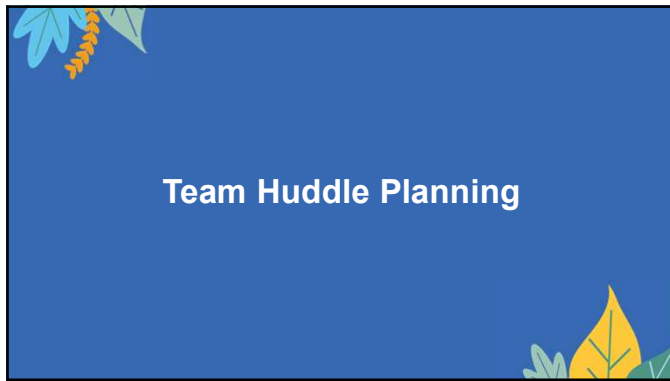
EDUCATE Build knowledge, reinforce values, or offer mini learning moments.

Topic	Details
Resources & Services	Programs connecting people to program (e.g., form, policy updates, new community partner, etc.).
Staff Development	How questions on the latest Form, updated hours of service from a partner.
Cross-Team Collaboration	A short reminder on self-care or best practices. Ways to strengthen teamwork across time and shifts. Use the information in our shared space to learn from others.

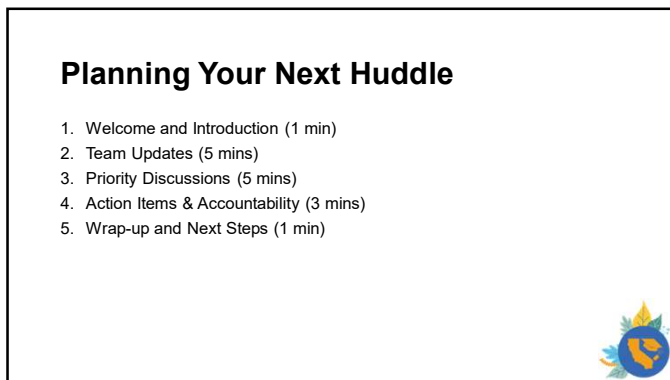
INSPIRE Energize and connect the team with recognition, gratitude, and a human moment.

Topic	Details
Recognition	Introduce new team members, interns, volunteers.
Gratitude/ shout-out	Recognize someone for a great moment, effort, or achievement. Thank someone for giving the extra mile. Thank for your feedback.
Encouragement	Share a quote, reflection, or a short affirmation.

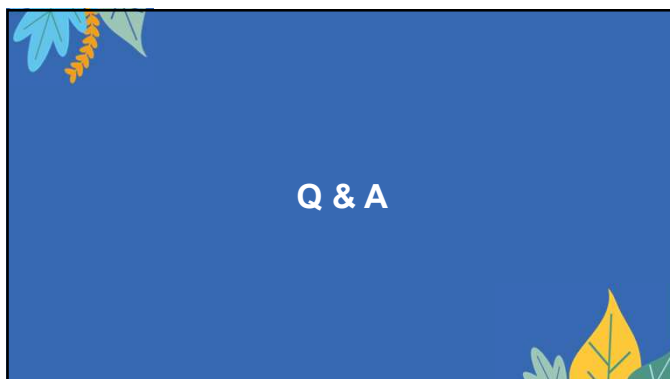
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Thanks for joining us!

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- Watch your inbox for the next issue of *CalTrin Connect*





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