



Team Huddle

Summary: This team-building activity can increase team effectiveness and can help build team resilience through celebrating wins and providing support for challenges.

Time required: Approximately 15-30 minutes, depending on group size.

Materials required: Flip chart and marker (optional)

Instructions: *This activity may help save time spent in regular team meetings, as it is more frequent, but much shorter in duration and more focused on tactical issues. It can also help:*

- Foster positive workplace culture
- Identify potential issues early
- Identify and remove health and safety risks for employees, clients or customers
- Increase sense of self-responsibility in employees
- Increase employee engagement
- Prepare the team to be better at responding in an emergency
- Develop instant/timely communication skills
- Provide an automatic triage of team priorities for the day.

The groups should consist of those who work together or whose work is dependent on each other. For groups larger than 20 people, consider breaking the group into smaller teams of about 10 members each. Bring the group together daily or weekly for a team huddle to discuss successes and challenges.

If possible, participants in this activity should be standing rather than sitting. This activity is best conducted at the beginning of the day or shift. For 24-7 organizations, you can do this as a way of building shift continuity, and connecting the outgoing and incoming shifts through sharing of successes.

No meeting minutes need be taken, but the facilitator can use a flip chart or whiteboard to record and highlight action items. If you think it will improve team comfort, you can offer to go first.

Suggested wording: I'd like everyone to stand up (if you're able to) for this activity. We're going to go around the circle and share an example of at least one win we've had since our last huddle. We'll talk about that in relation to what has been working well for each of us (it can be technology, flexibility, co-worker support, new strategies, etc.), and then we'll explore whether anyone needs help with a particular challenge they're facing.

So first:

1. Name one win or success you've had at work since we last met. What success of yours can we celebrate today?

Then:

2. What has been working well for you?



Instructions: *Each person, one by one, around the circle answers these two questions. Then the full group discusses the next two questions about needing help. Not everyone will have something to offer for the questions about needing help.*

Suggested wording:

1. Who needs any help today or would like to discuss a challenge?
2. Who is in a place to be able to assist or support others? (This can be those with a lighter load or someone with specific knowledge or skills that can help with a challenge.)

Instructions: *The facilitator can look out for the successes and lessons learned, and highlight them with leadership. You may also want to consider some additional strategies:*

- *If someone has not participated in a few days, encourage them to do so.*
- *Ask the team to report on positive feedback received from clients, patients, or customers.*
- *If one individual or question requires more time than was planned for, end the huddle on time and then pick up where you left off the next day/week, or meet with the individual privately. The huddle should be a continual, quick process!*
- *Depending on the team or organization, the facilitator may want to end the meeting with notes on key priorities for the day.*

Activity developed with help from: Lisa Doulas, TEND; Deborah Connors, Well-Advised Consulting Inc.; Graham Lowe, The Graham Lowe Group; Catherine Morisset, Imagine Plus.