Daily Team Huddles

What is a huddle?

A huddle is a short meeting (10-15 minutes) for all team members to gather and discuss the previous day's work and the upcoming day's meetings. In this discussion, team members proactively focus on members' challenges and barriers to avoid crisis and to get team members' feedback.

Why have a daily huddle?

Daily team huddles promote team members' engagement with one another, foster communication, and keep teams focused on a proactive approach with members. Other reasons include the following:

- **Team focus**
  - Keeps teammates focused on the same strategic goals. Ensures team is on the same page.
- **Problem solving**
  - Addresses barriers and challenges proactively as they occur.
  - Ensures timely answers to pressing questions.
- **Team morale**
  - Gives employees a chance to connect.
- **Communication**
  - Promotes direct communications. Allows team members to share things that are working and help resolve roadblocks.
- **Team assignment review**
  - Keeps everyone in the loop and creates backup for team members.
- **Daily meetings preparation**
  - Gives team members time to proactively review member records to determine what is needed for that day's visit.
  - Helps team members identify gaps in care before seeing members.

Tips to consider:

Consider the following when conducting daily huddles:

- Keep the huddle short (5-15 minutes long; any longer should be a scheduled meeting).
- Document the huddle.
- Make it mandatory so everyone participates.
- If someone is experiencing an issue that requires more than a quick answer, do not try to solve it during the huddle; schedule a time to discuss or schedule for the next case conference.
- End the meeting on a positive note. Share anything positive that has happened since the last huddle and give praise to fellow employees, which boosts morale.

Huddle Agenda

Date (mm/dd/yyyy): _____

Attendance:

_____   _____   _____

_____   _____   _____

_____   _____   _____

Leadership Announcements/ Updates (staffing, resource discussions, absences, changes to schedule, etc.)	
Member Engagement/ Outreach Updates (number of admits and discharges; barriers to ongoing engagement):	
Team Engagement/ Problem Solving (team members take 1-3 minutes to discuss challenges and wins)	
Good news (positive news, personal or business related; help team morale)	
Closing (Tailored Plan updates and general discussion):	