

Tips for Implementing Workplace Huddles

Leaders and managers use team huddles to gather colleagues together for short, highly focused meetings. The tips below can help you incorporate team huddles into your program.

Set a time limit. Team huddles should be brief. Set a time limit—10 to 20 minutes—and stick to it.

Stand up. Huddles are much shorter than other meetings, so staff members don't need to settle in and get comfortable. Instead, ask everyone to stand. The posture sends the message that speakers should be brief and to-the-point.

Script the huddle. Know what you want to accomplish before the huddle begins, and make your objectives clear to participants. For instance, if you've established a regular huddle to track the status of a particular project, you might decide to give each person two minutes to highlight their progress and describe what they hope to accomplish before the next scheduled huddle.

Close with assignments. At the end of the huddle, assign follow-up responsibilities to participants as needed. Assignments made in huddles underscore individual accountability to the team and improve team cohesion and progress.

Summarize the discussion. Following the huddle, the leader, or a staffer designated by the leader, should summarize the discussion, including decisions and assignments. It should be sent to all participants. This closes the loop on the huddle and ensures everyone understands next steps.

Adapted from Eunice Yu, *Practice Transformation Series – Daily Team Huddles: Boost Practice Productivity and Team Morale*, American Medical Association (Oct. 7, 2015), <https://edhub.ama-assn.org/steps-forward/module/2702506>.

