

## Sample Huddle Agenda

Use this checklist to lead your group through an effective huddle.

Date:	Huddle start time:
Huddle leader:	
In attendance: <input type="checkbox"/> Education manager <input type="checkbox"/> Health manager <input type="checkbox"/> Family services manager <input type="checkbox"/> Facilities staff <input type="checkbox"/> Lead teacher <input type="checkbox"/> Meal service staff <input type="checkbox"/> Center director <input type="checkbox"/> Teacher assistant <input type="checkbox"/> Transportation staff <input type="checkbox"/> Fiscal staff <input type="checkbox"/> Policy Council <input type="checkbox"/> Site leader <input type="checkbox"/> Other _____	
<b>Check In</b>	
	Greetings
	Who on the team is absent, leaving the workday early, or out on vacation?
<b>Topics</b>	
	Review the day's schedule
	Identify any scheduling changes or modifications
	Determine any special circumstances or requests for the day
	Identify stakeholders, parents, children, or other staff who might need special support
	Share a shout-out or compliment
	Give reminders about policy or practice changes that will impact staff, children, or families
<b>Wind Down</b>	
	Thank participants for attending and promise to send a summary of the discussion
	Huddle end time:

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>.

