Huddle Agenda Examples

Basic Huddle Agenda:

Huddle Agenda

Agenda Item	Description	Role of Huddle Leader	Role of Team	What will you say/go over
1. Who's here	Understand your capacity for the work demand	Coach your team to problem solve as needed	To problem solve any capacity concerns	
2. Good news	Give kudos to good work in process or share success with the rest of the group	Praise good work or problem solving work	Also praise good work of fellow co-workers	
3. How are we performing	Review your visual management tools, focus on red area's	Ensure visuals are up to date, ensure trends are going in the right direction, ensure countermeasures are being implemented to address issues	Help provide more details on what's happening, escalate problems or help needed	
4. What is the game plan	What action's need to occur to address problems, or what adjustments to work plan are needed	Follow up on due dates of countermeasures, make decisions on how to get today's work done today	Give feedback on countermeasures and projects as needed, bring attention to any problems with the plan	
5. Parting words	Share other upcoming information or reminders	Bring up any relevant news that is company wide, reminder of upcoming events	Bring up any final concerns or rumors, reminder of upcoming events	

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3P Agenda

3P Agenda – Purpose, Process, Payoff
Make meetings more effective and demonstrate respect for attendees' time by creating a simple 3P agenda.

Purpose: Share with the group the purpose of the meeting
Answers the question:
• What are we here to discuss?

Process: Briefly go over the planned activities & times (typically an agenda)
Answers the questions:
• What will we do / discuss?
• What process will we follow to arrive at the "Payoff"?
• What will the process be for making decisions?
• How long will this last?

Payoff: Share what the expected result is of the meeting
Answers questions such as:
• What is the ideal outcome and outputs of the meeting?
• How will we know the meeting is successful?
• What decisions, documents, commitments or other "deliverables" will we create?

Tips:
➢ Develop the purpose and payoff first.
➢ Purpose statement starts with "To…"
➢ **Always** put the "Purpose" in the body of the Outlook appointment; attach a 3P agenda to the appointment or send it in advance if you can
➢ Design the best "Process" **that will enable the group to reach** the payoff (what materials & methods will you employ?)
➢ Assign a "Process Checker" during the meeting (separate from the facilitator) to keep the team on agenda
➢ Assign a note-taker who to keep track of decisions, next steps, and tasks
➢ Evaluate the effectiveness of your meeting at the end
- Did you achieve your payoff?
- Was the group engaged?

Simple Examples (see below for detailed example):
"We will meet **to create standard work for the XYZ process; w**e will **review the current process, document best practice with a job breakdown and develop a training plan,** so that **we have a method in place that everyone can follow to deliver quality results.**"   "We will meet **to discuss the creation of a quality improvement team;** we will **receive two days of team member training by our facilitator** so that **we have a core team of staff who can lead quality improvement work at our site.**"

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Jail Health Services (JHS) Example 3P Agenda:

<u>Time</u>: 30 minutes, bi-weekly recurring Wednesdays
<u>Participants</u>: Identify roles (*who is facilitating? Who is a participant?*)

Purpose: Bi-weekly improvement work stand up for JHS LT to check status, results / methods, and address issues needing action.

Process:
* Welcome & Review standard 3P agenda   Facilitator

* Focus Area Review (5 min each):   Participants
       - Status Red or Green? If Red, (*what is the follow-up action?*)
       - Timeline review plan vs. actual
       - ID barriers: additional support needed?
       - Measurement check: Review baseline measures against Target

* Communication Plan & Action Decision Log

Payoff: JHS LT team current on planned and ongoing improvement work and are prepared to engage the JHS teams in rounding

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PSB Example (Alternative to 3P agenda):

1. Review and update PSB wide activities

2. Review and update action items from prior week

3. Review **Project Board** and update actions items as needed

   a) Discuss any projects that are in "Red"
      status. RED = TWO Weeks past schedule

   b) Identify areas where Project Manager
      needs help – summarize the follow-up

   c) Move projects between percentage
      complete & gates
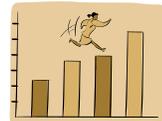
   d) Identify projects that are done and need
      to be celebrated

4. Summarize Action Items

5. Good of the Order

Huddle Agreements:
- Review goals quarterly
- No more than 5 minutes for one topic