

Best Practices Checklist for Huddles

Purpose of the Huddles: To acknowledge and process the components of teamwork that address strategic accountabilities that are affected by stages of grief and team stages of development. To process team progress in the organizational culture during work team huddles.

Goal of the Huddles: “Daily Huddles” are the work team vehicle to accomplish the transactional focus and drive accountabilities of the Team (the Sprints metaphorically). The Team leader must also use transformational supportive skills to string the Sprints into a sustained Marathon.

Huddle Category	Sample Leader Coaching Statement	Example of Transactional vs Transformational Leadership
Personal Check-ins	<i>“Is Everybody OK? How’s the Family?”</i>	Transformational Leadership
Culture Update	<i>“No, we are not closing!” “Yes, we are making changes.”</i>	Transformational Leadership
Monitoring Dashboard	<i>“Day by day, month by month... We’re still here!”</i>	Transactional Leadership
New Tasks	<i>The Huddles are Working... We’re getting this!”</i>	Transactional Leadership
Strategic Updates	<i>“Here’s the Overall Plan and the Plan for today!”</i>	Transactional Leadership
Assess Morale	<i>“Yes, ZOOM works!”... “Is it better than for than before? How we doing as a Team?”</i>	Transformational Leadership <i>“Yes, ZOOM works!” ... “Is it better than for yo</i>
Member Report Outs	<i>“Let’s all work together. How Can I/We Assist you?”</i>	Transformational Leadership
Pulse Summary	<i>“Daily Dashboard Report, tenacity is working!”</i>	Transactional Leadership
Next Meeting Plan	<i>A Promise of Future & Ongoing Connection! - “See you tomorrow!”</i>	Transformational Leadership