

## Huddle Guidelines

### At Each Team Huddle:

1. If possible, notify/remind the health care aides 5-10 minutes before the huddle is set to begin (announcement, page). If that is not possible, give a reminder at report.
2. Mindfulness: Be Here Now
3. Review your vision statement and set your intention for the huddle.
4. Start on time! Honour the team members who arrive on time by beginning with whoever shows up. Others can participate as they arrive.
5. In one sentence, describe the purpose of the huddles – this is your introduction to the meeting. Restate the purpose for anyone who is new to your huddles.
6. Follow-up on items/concerns brought forward during the previous huddle...get notes if it wasn't you!
  - Use the KISS method. Keep it simple! AND celebrate successes!
7. Go through the list of residents...naming each one. Provide the health care aides an opportunity to express concerns, ask questions, or share information.
8. If a concern is brought forward, engage in the Responsive Leadership Cycle: **Listen, Reflect and Ask Open-Ended Questions (repeat as necessary), Collaborate for Solutions, Commit to Action.**
9. Before closing, ask the open ended question: *Is there anything else you'd like to talk about?*
10. If a concern is brought forward, engage in the Responsive Leadership Cycle: **Listen, Reflect and Ask Open-Ended Questions (repeat as necessary), Collaborate for Solutions, Commit to Action.**
11. Close the meeting with gratitude and celebrate successes.
12. Engage in Self-compassion.