

# HOW TO HUDDLE

Huddles are useful ways to check in at the start and end of each shift, they allow for better communication and looking out for each other's wellbeing

## Suggestions for the start of shift huddle:

1. Briefly, how is everyone doing today?
2. Is there any learning or something positive from a previous shift we can use today?
3. How can we make today's shift an okay shift for everyone?
4. If you need help today, how will you let me know?

## Suggestions for the end of shift huddle:

1. So just briefly, how has today been (open question to group)?
2. Are there any specific things we need to learn from today? Or think about doing differently tomorrow?
3. If there is anything that has particularly troubled you, have a think about whether it is something that needs addressing or you can let go of. If you feel it needs addressing please do speak to a senior member of the team.
4. Take a moment to consider what's gone well today? Would a couple of people like to share?
5. If I don't see you before you leave, thank you for today; and once you leave do the best you can to switch off, rest and recharge.

Look out for more single page tip sheets

