

## Huddles

The idea of using quick huddles, as opposed to the standard one-hour meeting, arose from a need to speed up the work of improvement teams. Huddles enable teams to have frequent but short briefings so that they can stay informed, review work, make plans, and move ahead rapidly.

### Huddles have several benefits:

- They allow fuller participation of front-line staff and bedside caregivers, who often find it impossible to get away for the conventional hour-long improvement team meetings.
- They keep momentum going, as teams are able to meet more frequently.
- They enable Plan-Do-Study-Act (PDSA) cycles to proceed rapidly.

Here are the directions for conducting an effective huddle. The worksheet on the following page will support you in the process and provides a simple guideline.

1. Discuss the huddle concept with the team and explain that huddles are a tool for speeding up improvement.
2. Agree on the time and place that the huddles will occur.
3. Bring the team together in the place that is most convenient for the team members who have the least time available for meetings. This can include a virtual environment if necessary.
4. Have a clear set of objectives for every huddle.
5. Limit the duration of the huddle to 15 minutes or less.
6. Review the objectives of the huddle for that day, review the work done since the last huddle, act on the new information, and plan next steps.
7. Huddle frequently—as often as daily—when many PDSA cycles are being tested and the team needs to share information frequently.



# Huddle Worksheet

What are the reasons for holding a daily huddle?

What topics will be discussed?

What prep does it require?

What are some potential solutions?

What are some potential hurdles?

What preparation needs to be done and by whom?

We will spend \_\_\_\_\_ minutes huddling.  
We will huddle at \_\_\_\_\_ (time)  
\_\_\_\_\_ (place)

Huddle start date  
\_\_\_\_\_

