**Huddle Agenda Examples**

**Basic Huddle Agenda:**

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

Updated 3/11/16
Huddle Agenda Examples

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; we 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.”

Updated 3/11/16
Jail Health Services (JHS) Example 3P Agenda:

**Time:** 30 minutes, bi-weekly recurring Wednesdays  
**Participants:** 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  
* Focus Area Review (5 min each):  
  - 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
Huddle Agenda Examples

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