



Hartlepool & Stockton Health

Help and Highlight Huddles – A Guide

- 1. Gather all the staff who are in the office together**
 - Don't forget to check that all the rooms have remembered
- 2. Welcome everyone / say good morning**
 - Allow an amount of free-flowing conversation to start with to encourage interaction and allow time for everyone to arrive
- 3. Ask everyone whether they need any help**
 - Check whether any teams are short-staffed due to illness / leave
 - Check whether any teams are undertaking particularly important / work dense / stressful projects and whether anyone has the capacity and skills to assist
 - Check whether anyone needs to speak to anyone in particular regarding upcoming events, e.g. communications, operations, data
- 4. Ask everyone whether they have any highlights to share**
 - Ask about the outcome of any recent events, e.g. number of attendees
 - Ask about any completed pieces of work, e.g. funding bids / award nominations
 - Ask about any upcoming events
 - Ask about any compliments
- 5. Remind people about any ongoing or upcoming health and wellbeing events**
- 6. Wish everyone a good day / week**

