

TEAM TOOLS

Planning	Problem Solving	Process Improvement
<p>BRIEFING: Brief agenda review to establish session expectations and anticipate challenges.</p>	<p>HUDDLE: Spontaneous time-out to reassess process or plan.</p>	<p>DEBRIEFING CHECK-OUT: Reflection and feedback to improve individual and team effectiveness.</p>
	<p>CROSS-MONITORING: Monitoring and supporting other team members in sharing the workload and resolving each others uncertainties; taking care of each other.</p>	<p>HAND-OFF: Transfer of information when a change in team member and/or facilitator occurs.</p>
	<p>SLOWING DOWN: Slowing the action when there is a need to dig deeper and/or gain clarity. (e.g., using whiteboard diagrams)</p>	