

# Team-Building Huddle Checklist

1.

## Prep

- Set up huddles with a phone call, text message, email, messages via Connect, etc.
- Plan and practice the Team-Building Huddle conversation.

2.

## Connect

- Ask questions to get to know the family and help them get to know you.

3.

## Share

- Bring a book or a few to give choice, share the reading tip, and read the book with the family to model the tip.

4.

## Explain

- Explain all applicable platforms and share tech requirement (Connect: Family, Raz kids, etc.)

5.

## Confirm

- Confirm program details: date, time, location of instructional time and family workshops.

6.

## Follow-Up

- Mark the Team-Building Huddle complete in Connect: Educator

# Team-Building Huddle Checklist

## Checklist and Planning

<b>Prep</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Set up huddles</b> with a phone call, text message, email, messages via Connect, etc. Introduce yourself, explain the purpose of the huddle, clearly tell families what to expect, and confirm logistics.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Virtual</li> <li><input type="checkbox"/> In-person</li> </ul> </li> <li><input type="checkbox"/> <b>Plan and practice the Team-Building Huddle conversation.</b> Confirm which families attended an info session and/or orientation. If families did not attend, start by sharing an overview of the program with families. Then, the follow the agenda as outlined:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Connect</li> <li><input type="checkbox"/> Share</li> <li><input type="checkbox"/> Explain</li> <li><input type="checkbox"/> Follow-up</li> </ul> </li> </ul>
<b>Connect</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Ask questions to get to know adults</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> What are your hopes for your child in this program?</li> <li><input type="checkbox"/> What can I do to help your niece/nephew learn best?</li> </ul> </li> <li><input type="checkbox"/> <b>Ask questions to get to know the child</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Who is your favorite teacher? What did you like about them?</li> <li><input type="checkbox"/> What is your favorite toy/game?</li> </ul> </li> <li><input type="checkbox"/> <b>Ask questions to find out about the child as a reader</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tell me about one of your child’s past teachers. What did you like/appreciate?</li> <li><input type="checkbox"/> What can I do that would really help your child learn best?</li> </ul> </li> <li><input type="checkbox"/> <b>Share information about yourself</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your favorite book, snack, or activity</li> <li><input type="checkbox"/> Fun facts!</li> </ul> </li> </ul>
<b>Share</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Bring a book or a few to give choice</li> <li><input type="checkbox"/> Use the <b>Reading Tip Sheet</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Choose a Reading Tip Sheet from the program resource site</li> <li><input type="checkbox"/> Use a Reading Tip Sheet from an unused workshop</li> </ul> </li> </ul>
<b>Explain</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explain Connect: Family (if applicable)</li> <li><input type="checkbox"/> Explain Raz kids</li> <li><input type="checkbox"/> Share tech requirement (if applicable)             <ul style="list-style-type: none"> <li><input type="checkbox"/> See Appendix for more information</li> </ul> </li> </ul>
<b>Confirm</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm program details, including how children earn rewards.</li> <li><input type="checkbox"/> Confirm date, time, location of instructional time and family workshop</li> </ul>
<b>Follow-Up</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Record the completion of the Team-Building Huddle             <ul style="list-style-type: none"> <li><input type="checkbox"/> Log on to Connect:Educator</li> </ul> </li> </ul>

## List the information you want to mention in your Team-Building Huddle

### Site-Based Logistics

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### Rewards

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### Connect: Family (Optional)

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### Technology Requirements (Optional)

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