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| --- | --- |
| **Date** |  |

We are delighted to share INSERT TITLE OF HUDDLE SHEET HERE

We all need to work together to help reduce any unnecessary costs for our business. The purpose of this huddle is to provide clear guidelines in relation to:

1. Key Headline / Focus Topic for today
2. Key Headline / Focus Topic for today
3. Key Headline / Focus Topic for today

*Note: No more than 3 areas of focus recommended for a Team Huddle/Shift briefing (ideally – 1 related to policy, 1 related to standards or service & 1 related to Sales/Cost or Ops Efficiency improvements)*

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| **Key Headlines**  |
| *(Points to discuss/ coaching questions to ask)* |

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| **What we need today from each colleague** |
| *Below are examples:** **1 new thing to learn today is X - Read/ Taste/ Familiarise yourself with X…**
* **Operate within the parameters of X…**
* **Think before X…**
* **Focus for upsell today is…**
* **Target sales is X –** a*sk each staff member what their contribution will be to this (may not always be a sales contribution but could be a customer service or standards element)*
* **Focus for Customer Service improvement today is X…**
* **Focus for Team Performance improvement is X…**
* **FINALLY – A Point to remember is e.g., “Smile behind the MASK!”**
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