



BID Team Huddle POWER Training

Use this checklist to power up your BID Team Huddle into a whole new level of effectiveness and satisfaction with your team. Watch the [BID Team Huddle Power Training Video Here](#).

NOTE:

Make sure YOU GO TO THEM for the Huddle. Don't insist that your team come to your office. They are already busy and this is a standup meeting ... 3 minutes and done. You go to Them.

The BASICS:

3 MINUTES TWICE A DAY

- At the start of your morning and afternoon clinics
- If you work straight through your day - at the start and half way through

1) Include all members of your Patient Flow Team.

- Receptionist
- Whomever rooms your patients
- Anyone else in the chain from the patient calling in for an appointment to leaving at the end of their visit.

2) Stand up meeting (remember, you go to them)

Make sure one of you has the SCHEDULE FOR THIS HALF DAY in hand.

3) Review the schedule together and do two things

a) Trouble shoot the patients on the schedule already

- heads up on who is upset
- who has special needs
 - put them in a specific room
 - specific equipment or extra time needed

b) Let your team know what to do with any open slots

POWER UP

Use the four additional steps to power up your Huddle to a game changing experience in your office day

CHECK IN WITH YOUR TEAM

Ask everyone how they are doing today? Get to know if there is anything going here at work or in their personal lives that you need to know about.

SAY THANK YOU

Acknowledge and thank the members of your team for anything they have done in the last 24 hours that help you or the team do a better job. Praise early and often and be specific.

DELEGATE

a) When a team member has a question they can research ... ask them to bring the answer back to the team and share in the next Huddle.

b) Ask your team to be on the lookout for things you are doing as the doctor that they could take off your plate and complete instead. Any time they see something they could do instead that would help the team be more effective ... invite them to bring that idea to the next Huddle.

CLEAR AND CENTER

Invite your team to take a deep cleansing breath to become clear and centered before you start seeing patients ... you all take this breathe together and invite any stress or worry or tension out with your out breath.

NOTE:

To really power this up, share the SqueeGee Breath from the [1 Minute Stress Relief Program](http://www.tinyurl.com/1minstressrelief). [<http://www.tinyurl.com/1minstressrelief>]

NEXT STEPS:

JUST DO IT

- Print out this document
- Study it
- Grab your team BID for the Huddle
- **Make this a normal part of your team's workday**
- **Watch the difference it makes for everyone on the team.**

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Find more tools, training and coaching to

- Lower your stress levels
- Prevent burnout
- Become a more powerful leader

At our website www.TheHappyMD.com

Keep breathing and have a great rest of your day,



Dike

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