



ChartLyfe.com

TRAUMA-INFORMED HUDDLE REPORT SHEET



Unit / Department: _____ Date / Shift: _____ Huddle Lead: _____



Purpose

This brief huddle is designed to promote psychological safety, strengthen communication, and support team well-being before the shift begins. Use it as a flexible tool to identify concerns, recognize strengths, and foster a supportive environment.

1 TEAM CHECK-IN (30-60 SEC)



Traffic Light Check-In

- Ready for shift
- Feeling some stress or concerns
- Need additional support today

Notes / Follow-Up:

2 SHIFT PRIORITIES & SAFETY (1-2 MIN)



Key Updates (Check all that apply)

- Census / Acuity Changes
- Staffing Updates
- Equipment / Supply Concerns
- Patient Safety Risks
- Other: _____

Notes / Action Items

3 TEAM SUPPORT NEEDS (30 SEC)



Are there any anticipated challenges, high-stress situations, or support needs today?

4 RECOGNITION & STRENGTHS (30 SEC)



Recognize a team member, success, or positive outcome.

5 CLOSING REFLECTION (15 SEC)



Today's Reminder



TRAUMA-INFORMED REMINDER

Every behavior has a story. Lead with curiosity, compassion, and respect.



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TRAUMA-INFORMED HUDDLE

Leader Guide & Resources

Quick reference tools, conversation prompts, and resources to support a safe, connected, and resilient team.

TRAUMA-INFORMED PRINCIPLES



Promote psychological safety



Lead with curiosity rather than judgment



Normalize stress reactions



Encourage connection and teamwork



Focus on strengths and support



Create space without requiring disclosure

QUICK CONVERSATION PROMPTS



If morale feels low

"What is one thing we can do today to support one another?"



Following a difficult shift

"What is one thing we learned or handled well despite the challenges?"



During periods of high stress

"What support do you need from your team or leadership today?"



To reinforce strengths

"Who would you like to recognize from a previous shift?"

RECOGNIZING SIGNS SOMEONE MAY NEED ADDITIONAL SUPPORT



Increased irritability or frustration



Withdrawal from team interactions



Difficulty concentrating



Emotional overwhelm



Increased errors or forgetfulness



Significant changes in mood or behavior



If you notice changes, reach out privately with care and offer support resources.



LEAD WITH COMPASSION

You don't need all the answers. Your presence, empathy, and consistency make a difference.

Thank you for leading with heart.

SUPPORT RESOURCES

IMMEDIATE SUPPORT



988 Suicide & Crisis Lifeline

Call or text 988



SAMHSA Disaster Distress Helpline

1-800-985-5990



NAMI Helpline

1-800-950-NAMI (6264)



RAINN National Sexual Assault Hotline

1-800-656-HOPE (4673)

ORGANIZATION-SPECIFIC RESOURCES

Employee Assistance Program (EAP) _____

Peer Support Team _____

Pastoral Care / Spiritual Support _____

Critical Incident Debriefing Team _____

Other Local Resources _____

