

Manager Training
Trimester Session 3 September-December 2023



# Your Important Role as Huddle Facilitator - Five Best Practices

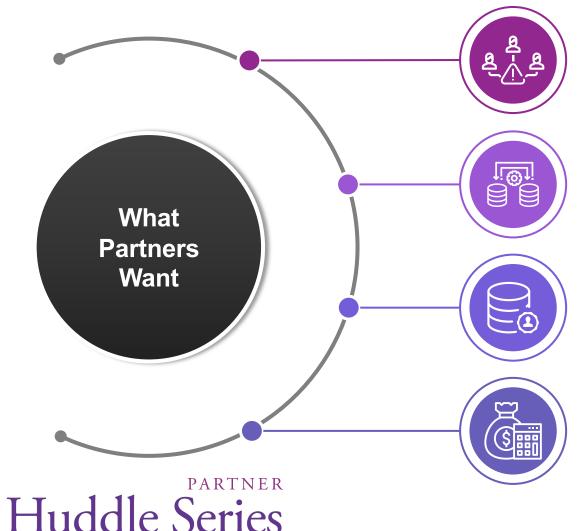


- 1. See yourself as the owner of your area's culture and use Huddles as a way to build the culture you want and need.
- 2. Partners are looking for ways to feel connected. Be that manager who offers authentic leadership and a personal connection. (It's ok to be yourself).
- 3. WOW your people by preparing for each Huddle ahead of time to optimize your delivery.
- 4. Use energy, excitement, dramatic pauses, emotion, humor and personal stories to embellish your Huddles.
- 5. Challenge your people to practice the skills weekly from each Huddle.



## Flashback: The Work Environment Partners Want





### A Sense of Belonging

Our culture emphasizes the importance of having friendships and relationships at work.

### **An Opportunity to Learn**

Our culture supports on-the-job learning as well as educational opportunities and scholarships.

### **An Organization that Shows Care and Concern**

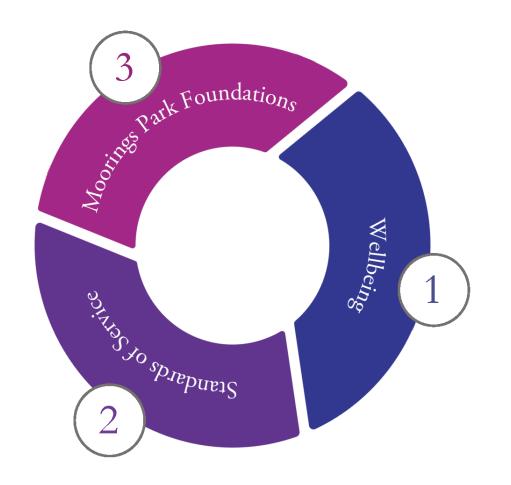
Our culture fosters an equal emphasis on care for all members of the Moorings Park family.

### **Trust and Confidence on Organizational Leadership**

Partners want to feel pride and confidence in our leadership.

# Trimester Huddle Series





- February
  March
  April
- May
  June
  July
  August
- September October November December

In response to the survey, we have created a three-trimester learning format for Partner Huddles



# October Opportunity: Update on the Video Competition

- Make sure you tell your people about the competition to win a pizza party!
- Create a short video using your phone showcasing discussions or sharing a topic.
- Submit your video to mphr@mooringspark.org.

### Fall Huddle Quote Competition Opportunity!

Compete during the October Huddles

You are invited to submit a quote from your October Huddles highlighting something your partners said that made your day, was remarkable in some way, or was an amazing moment shared with other partners.

A winning quote will be selected, and the winning manager will receive a pizza party for their partners!

### **Directions and Contest Rules**

- 1. Review the available Huddle contest dates below.
- 2. During the questioning or discussion phases of your Huddle, consider if a partner made an amazing comment worth sharing. Ask that partner that if you can videotape a repeat of the comment and use your phone to record up to one-two minutes.
- 3. Send your completed video to <a href="mailto:mphr@mooringspark.org">mphr@mooringspark.org</a> with the subject line "October Huddle Quote Video Competition Attached."
- 4. **Be sure to check in with HR** if you have not heard who won in each month!
- 5. Submit video's from any or all of your October Huddles!

### Good luck! Don't forget to send your completed video

to: mphr@mooringspark.org!

# Huddle Feature Reminder

We have added an editable field for your announcements









Trimester 3

# Moorings Park Foundations



## **Key Points**

- Our Creed focuses on how we can help our residents age with success.
- "Successful aging is self-worth, meaningful relationships, spiritual growth, and a sense of wholeness."
- 3. To ensure that we can help our residents, we should (1) give sincere compliments, (2) treat our residents like best friends, (3) ensure that spiritual guidance is given, and (4) communicate with our team if we feel if anything is missing with our residents.



# Huddle Series

### Huddle Topic

#### Learn All About the Moorings Park Creed

meaningful relationships, spiritual growth, and a sense of wholeness."

#### Activity

Say: "Here at Moorings Park we have a Creed. A Creed is a written belief shared by all of us."
 Say: "The Moorings Park Creed we share says that Successful aging is self-worth,

PREPARATION TIPS
Read the Huddle before

- Ask: "What does that mean to you?" (Listen and affirm responses or offer your own ideas.)
   Activity: Divide the group into 4 smaller teams (if possible) and assign one question per team. Give them several minutes to discuss and then share an answer. If you have a small group, proceed with the following questions, and have the entire group respond to each question:
- Ask: "What is one or more ways we can ensure that residents have enough self-worth?"
   Ask: "What is one or more ways we can ensure that residents have meaningful relationship?"
- Ask: "What is one or more ways we can ensure that residents have sufficient spiritual growth?"
- 8. Ask: "What is one or more ways we can ensure that residents have a sense of wholeness?"

### Huddle Content

Here are four tips to think about how to help our residents achieve successful aging

- Instantly improve a resident's sense of self-worth by giving a sincere compliment.
- Enhance a resident's meaningful relationships by treating them as a best friend and helping them develop a friend network.
- Notice when a resident needs or is asking for spiritual guidance and act to ensure that the right support is given.
- Have you noticed that a resident is missing something beneficial in their life? Talk about it with your team and suggest some ideas that might help.

### Culture Connection

Which part of the Moorings Park Creed inspires you most?

#### Announcements

Place your announcements here

#### Quote

"A simple reaching out might build a bridge that lasts" — Don Henley

#### WOW Moment

Who has seen or experienced part of the Moorings Park Creed in action?

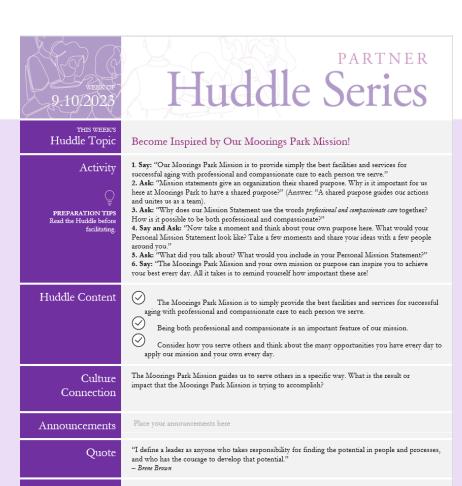


This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles.



## **Key Points**

- Our Moorings Park Mission is to "Provide simply the best facilities and services for successful aging with professional and compassionate care to each person we serve."
- 2. What does professional and compassionate care that look like here?
- 3. The Moorings Park Mission and your own mission or purpose can inspire you to achieve your best every day. All it takes is to remind yourself how important these are!



Who has a WOW moment to share about how you, or others show up as both professional and

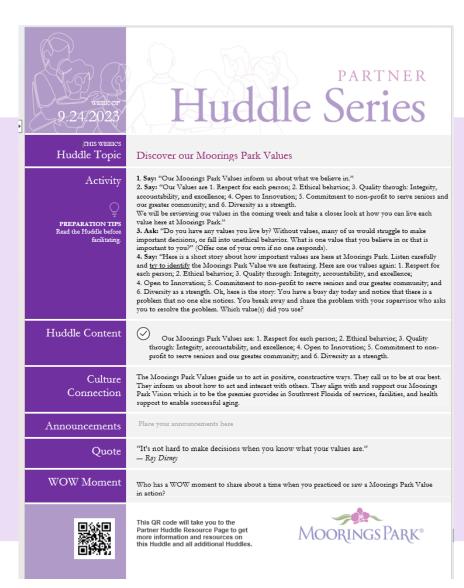
This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles. Moorings Park®

WOW Moment

- Our Moorings Park Vision is "To be the premier provider in Southwest Florida of services, facilities, and health support to enable successful aging."
- Our vision does not play it safe by saying we want to be a "good enough" provider. We aspire to be the premier provider in Southwest Florida.
- 3. To achieve our Vision; we are called upon to be at our personal best. A personal best is your own ability to be the best you can be in a situation.



- Our Values are "(1) Respect for each person; (2) Ethical behavior; (3) Quality through: Integrity, accountability, and excellence; (4) Open to Innovation; (5) Commitment to non-profit to serve seniors and our greater community; and (6) Diversity as a strength."
- 2. Without values, many of us would struggle to make important decisions, or fall into unethical behavior.



### **Key Points**

- The first Moorings Park Value we are focusing on is "Respect for each person." Try to understand and connect with the real person.
- Our Moorings Park Values call upon you to treat everyone in the Moorings Park family fairly and respectfully. We have a truly diverse family here at Moorings Park.
- 3. To remain respectful, practice these tips: (1) Address mistakes with kindness; (2) Make decisions based on what is right, not who you like; (3) Live and let live. This sums up our value, "Respect each person."



# Huddle Series

#### Explore our First Moorings Park Value: Respect for Each Person

Activity

PREPARATION TIPS
Read the Huddle before

This month we are starting a series of discussions on the Moorings Point Values.

The first Moorings Park Value we are focusing on is "Respect for each person." Showing genuine concern for the well-being of all partners, residents, their families, and vendors is at the heart of this value. Try to understand and connect with the real person.

1. Say: "Our first Moorings Park Value is 'Respect for each person.' We will be reviewing our values in the coming weeks and today we are going to focus on respect and why it is important here."

3. Ask: "Who can give an example of a time when showing respect improved a relationship you have with a member of the Moorings Park family?" (Be ready to share one of your own).

4. Say: "Respect starts with respecting yourself first, your needs, your unique abilities, and your vital role here at Moorings Park. I want to express my respect for each of you. I hope my gratitude boosts your self-respect and inspires you further. Your dedication and hard work deserve appreciation and respect?"

Huddle Content

 $\odot$ 

Our Moorings Park Values call upon you to treat everyone in the Moorings Park family fairly and respectfully. We have a truly diverse family here at Moorings Park.

Here are 3 tips to help you remember how to respect others in our diverse family.

1. Address mistakes with kindness; 2. Make decisions based on what is right, not who you like;
3. Live and let live. This sums up our value, "Respect each person."

Culture Connection Our Moorings Park Values are: 1. Respect for each person; 2. Ethical behavior; 3. Quality through: Integrity, accountability, and excellence; 4. Open to Innovation; 5. Commitment to non-profit to serve seniors and our greater community; and 6. Diversity as a strength. Our values guide us to treat others like we would like to be treated.

Announcements

Place your announcements here

Quote

"Respect yourself and others will respect you."

WOW Moment

Who has a WOW moment to share about a time when you showed respect to others here or they showed respect to you? (Be prepared to share your own example).



This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles

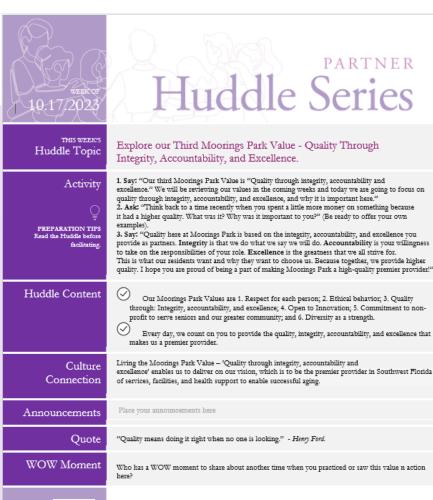


- Our second Moorings Park Value is "We practice ethical behavior."
- 2. Ethical behavior in simple terms means making choices and actions that are right, fair, and considerate of others' well-being and rights.
- Practicing ethical behavior provides a firm foundation for our vision, mission, and creed.



### **Key Points**

- Our third Moorings Park Value is "Quality through integrity, accountability and excellence."
- Integrity is that we do what we say we will do.
   Accountability is your willingness to take on the responsibilities of your role. Excellence is the greatness that we all strive for.
- Every day, we count on you to provide the quality, integrity, accountability, and excellence that makes us a premier provider.





This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles.



## **Key Points**

- Our fourth Moorings Park Value is "We are open to innovation."
- Innovation is the act of transforming something to improve it.
- Being Open to Innovation drives us into the future and enables us to become a premier provider, while ensuring the highest quality possible.



# Huddle Series

THIS WEEK'S Huddle Topic

### Explore our Fourth Moorings Park Value – We are Open to Innovation!

Activity

- 1. Say: "Our fourth Moorings Park Value is 'We are open to innovation."
  We will be reviewing our values in the coming weeks and today we are going to focus on being innovative, and why it is important here."
- 2. Ask: "What does innovation mean to you?"

3. Say: "Here is another definition. Innovation is the act of transforming something to improve it.

Everyone can be innovative by improving our processes. If you have an idea, talk to your supervisor. Have you ever transformed or invented something outside of work that was truly amazing? What was it?" (Be prepared to share your own examples).

4. Say: "Here at Moorings Park we are innovators. We are a premier provider, which means we invented better ways to support successful aging. Where so you see examples of innovation here?" (Be prepared to share your own ideas here).

Huddle Content

Our Moorings Park Values are: 1. Respect for each person; 2. Ethical behavior; 3. Quality through: Integrity, accountability, and excellence; 4. Open to Innovation; 5. Commitment to non-profit to serve seniors and our greater community; and 6. Diversity as a strength.

Being Open to Innovation, our third value, drives us into the future and enables us to become a premier provider, while ensuring the highest quality possible. Please think of ways to improve our service and talk to your supervisor about it.

Culture Connection The Moorings Park Value, 'Open to Innovation' not only supports our vision nut also our Mission, To simply provide the best facilities and services for successful aging with professional and compassionate care to each person we serve.'

Announcements

Place your announcements her

Quote

"Innovation is the ability to see change as opportunity-not a threat."

- Steve Jobs

WOW Moment

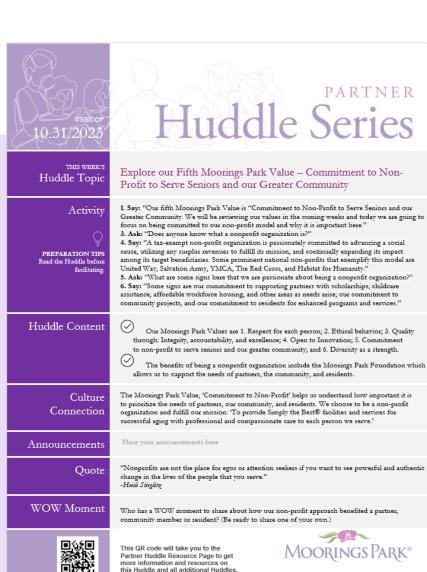
Who has a WOW moment to share about another innovation we have accomplished here?



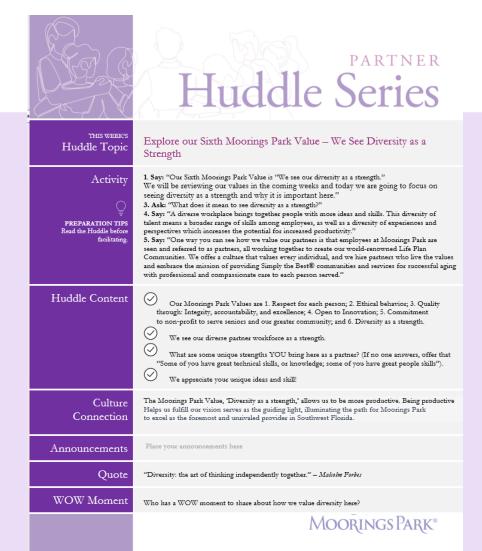
This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles.



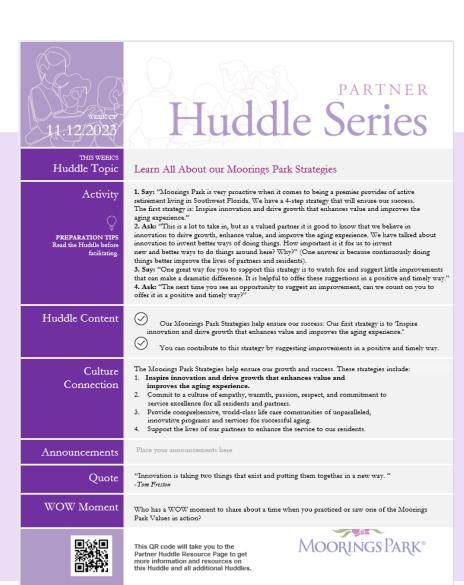
- Our fifth Moorings Park Value is "Commitment to Non-Profit to Serve Seniors and our Greater Community."
- A tax-exempt non-profit organization is passionately committed to advancing a social cause.
- 3. The benefits of being a nonprofit organization include the Moorings Park Foundation which allows us to support the needs of partners, the community, and residents.



- 1. Our sixth Moorings Park Value is "We see our diversity as a strength."
- 2. Diversity of talent means a broader range of skills among employees, diverse experiences and perspectives, which increase the potential for improved productivity.
- 3. We see our diverse partner workforce as a strength.



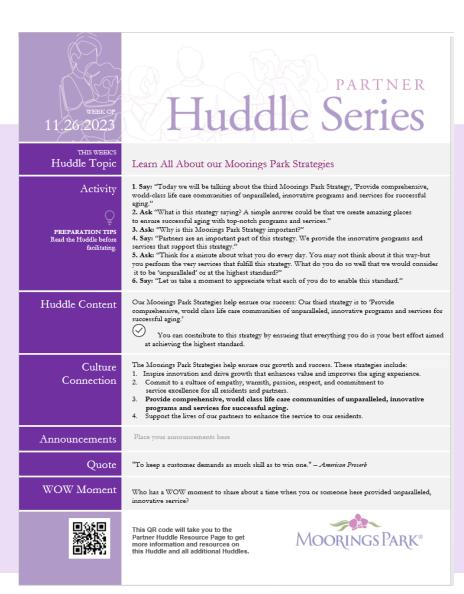
- We have a 4-step strategy that will ensure our success. The first strategy is: "Inspire innovation and drive growth that enhances value and improves the aging experience."
- One great way for you to support this strategy is to watch for and suggest little improvements that can make a dramatic difference.
- 3. It is helpful to offer these suggestions in a positive and timely way.



- The second Moorings Park Strategy is :Commit to a culture of empathy, warmth, passion, respect, and commitment to service excellence for all residents and partners."
- This strategy combines how to interact (use empathy, warmth, passion, and respect) with what to focus on (service excellence).
- 3. You can contribute to this strategy by using these behaviors and focusing on service excellence.



- 1. The third Moorings Park Strategy is "Provide comprehensive, world-class life care communities of unparalleled, innovative programs and services for successful aging."
- 2. Partners are an important part of this strategy. We provide the innovative programs and services that support this strategy.
- 3. You can contribute to this strategy by ensuring that everything you do is your best effort aimed at achieving the highest standard.



## **Key Points**

- The fourth and final Moorings Park Strategy, "Support the lives of our partners to enhance the service to our residents."
- Our support for partners includes Moorings Park scholarships, childcare assistance, and additional support programs and services like our wellness app, Employee Assistance Program, ESOL language classes, Relias training programs and financial wellness planning.
- 3. You can tap into this strategy by participating in a variety of useful programs and resources.



WOW Moment

Who has a WOW moment to share about a time when you realized how important you are here?



This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles



## **Key Points**

- We want to help you have the best partner experience and we think that your own wellbeing will be improved during our journey through the Wellness Road map.
- We also encourage you to download the HealthJoy app available to all partners at the top of the Partner Huddle Series Resource Page.
- 3. One of the Moorings Park key strategies is to "Support the lives of our partners to enhance the service to our residents." These resources help us to fulfill that strategy.



# Huddle Series

THIS WEEK'S Huddle Topic

#### Learn All About our Moorings Park Strategies

Activity

1. Say: "Today we are going to talk about the fourth and final Moorings Park Strategy, Support the lives of our partners to enhance the service to our residents.""
2. Ask: "What does this this strategy mean to you?"

PREPARATION TIPS Read the Huddle before facilitating. 3. Say: "Our support for partners includes Moorings Park scholarships, childcare assistance, and additional support programs and services like our wellness app, Employee Assistance Program, ESOL language classes, Rehas training programs and financial wellness planning. You can find many of these benefits on "Your Roadmap to Wellness" when you click on the QR code on this flyer."
4. Ask: "Has anyone taken advantage of any of these services or resources?"
(If no one responds, be ready to share an example of your own).

5. Say: "We value each of you, and invite you to challenge yourself here and develop the skills you can gain through our supportive network of partner services and resources."

Huddle Content

Our Moorings Park Strategies help ensure our success. Our fourth and final strategy is to "Support the lives of our partners to enhance the service to our residents."

You can tap into this strategy by participating in a variety of useful programs and resources.

Culture Connection The Moorings Park Strategies help ensure our growth and success. These strategies include:

- 1. Inspire innovation and drive growth that enhances value and improves the aging experience.
- Commit to a culture of empathy, warmth, passion, respect, and commitment to service excellence for all residents and partners.
- Provide comprehensive, world-class life care communities of unparalleled, innovative programs and services for successful aging.
- 4. Support the lives of our partners to enhance the service to our residents

Announcements

Place your announcements here

Quote

"Do the hard jobs first. The easy jobs will take care of themselves." — Dale Carnegie

WOW Moment

Who has a WOW moment to share about a time when you realized how important you are here?



This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles



### **Key Points**

- The 2023 Huddles Series was developed around three learning themes – your wellness, the Moorings Park Standards of Service, and the Moorings Park Foundations.
- Think about which Huddles you enjoyed or benefitted from the most.
- We also developed a learning site where you can download each huddle plus additional resources.



# Huddle Series

### Huddle Topic

#### Let Us Review What We Learned in Huddles this Year!

#### Activity

1. Say: "We have covered a lot of ground this year. From Pebruary-April we talked about your wellbeing. From May-August we talked about our Standards of Service, and from September-December we reviewed the Moorings Park Foundations."

2. Ask: "What stands out in your mind as something that struck you as interesting, useful, or

meaningful?" (If no one answers provide a few memorable topics). 3. Say: "We had a few memorable Huddles, like the calm breathing exercise we did in March, the

trust wave we did in June and the discussion we had in September on the Moorings Park Creed-'Successful aging is self-worth, meaningful relationships, spiritual growth, wellness and a sense of wholeness"

4. Say: "As we go to close out the year, we think of coming together to share our learning." 5. Ask: "As we look into next year, what are some learning topics you would like us to cover?" (Share a few ideas if no one offers).

### Huddle Content

The 2023 Huddles Series was developed around three learning themes – your wellness, the Moorings Park Standards of Service, and the Moorings Park Foundations.

Think about which Huddles you enjoyed or benefitted from the most.

We also developed a learning site where you can download each huddle plus additional

### Culture Connection

We see again that one of our Moorings Park key strategies is to "Support the lives of our partners to enhance the service to our residents." Huddles have been designed to encourage learning and sharing

#### Announcements

Place your announcements here

Quote

"Tell me, and I will listen; Teach me, and I'll remember; Involve me, and I will learn." — Benjamin

### WOW Moment

Who has a WOW moment to share a Huddle topic you liked?



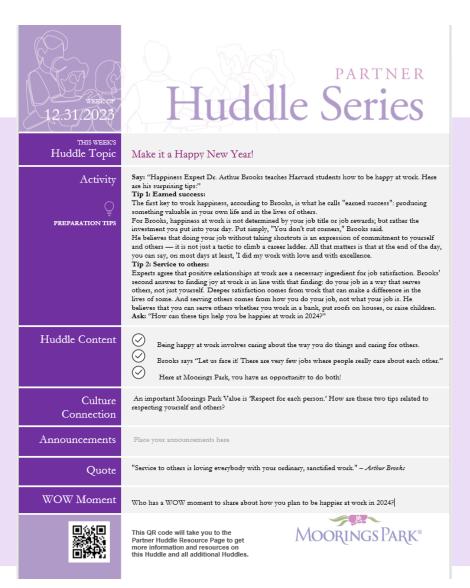
This QR code will take you to the Partner Huddle Resource Page to get more information and resources on this Huddle and all additional Huddles



- We have covered a lot of learning this year. Let us think about looking out at next year and preparing for some new goals!
- 2. Setting goals requires you to create a plan to achieve them.
- 3. Think about the goals you want to set to learn and grow in 2024.



- Being happy at work involves caring about the way you do things and caring for others.
- Happiness expert Dr. Arthur Brooks says "Let's face it! There are very few jobs where people really care about each other."
- Here at Moorings Park, you have an opportunity to do both!





# Action Planning for Success



© 2020 Dr. Susan Cain. All rights reserved

# Create A Personal Action Plan for Better Huddles in Late 2023



- 1. Review your Huddle Learning Site regularly
- 2. Download and print the weekly huddle
- 3. Read from the huddle template and follow the prompts
- 4. Ask partners to take a picture of the QR code to download the resources from the huddle, and take the monthly quiz with a drawing to win a gift card
- 5. Don't forget to send in a 1–2-minute video for October!





