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COURSE BROCHURE

# New Team Leader Huddles and Work Allocation Training Course

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# New Team Leader Huddles and Work Allocation Training Course

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New Team Leader Huddles and Work Allocation is a 1-week training course for newly promoted team leaders who now run the daily huddle and decide who does what, and it ends with a Team Huddle and Allocation Board ready for first use. Promotion from inside a group changes every conversation with former peers. Jupiter Prime Training runs this course on New Team Leader Huddles and Work Allocation.

## Why New Team Leader Huddles and Work Allocation Matters Now

Leaner structures leave new leaders sharing out the whole group's work while keeping part of their own. Hybrid rotas mean a short stand-up may be the only moment everyone hears the same priorities, and former peers watch closely for favouritism in assignments. A group that meets with purpose and sees tasks shared on visible criteria settles behind its new leader; one facing rambling meetings and opaque assignments loses trust and capable people.

## Who Gains Most from New Team Leader Huddles and Work Allocation

- Leaders promoted from within their own group
- Shift and section leads opening each day with a briefing
- Project coordinators assigning tasks without formal authority
- Supervisors balancing urgent requests against planned workload
- Specialists leading colleagues for the first time

A department that promoted several leaders in one cycle gains most when they attend together and leave with one shared huddle format.

## New Team Leader Huddles and Work Allocation Capabilities

Participants practise the two routines that shape how a former peer is seen as a leader.

- Design a huddle agenda — the daily start of the group
- Assess capacity and skill before assigning tasks — the fairness of every allocation
- Communicate assignment reasons to former peers — credibility in the new role
- Apply a parking-lot rule in the stand-up — the length and focus of meetings
- Build a skills matrix showing cover and growth areas — the leader's staffing choices
- Weigh urgent requests with an intake rule — conversations with the leader's own manager

## Key New Team Leader Huddles and Work Allocation Terms

- Huddle — a short standing meeting where the group shares the day's priorities and blockers.
- Parking Lot — a list of topics too detailed for the huddle, kept for later.
- Skills Matrix — a grid of each person's level in each task, showing cover gaps.
- Capacity Check — an estimate of each person's free hours after committed work.
- Stretch Assignment — a task slightly beyond current skill, given to build capability.
- Allocation Board — a shared board showing each task's owner, status and reason.

## New Team Leader Huddles and Work Allocation Day by Day

### Day 1: From Peer to Leader

- Role Shift Map — What Changes in Daily Relationships With Former Peers
- Credibility Ledger — Early Actions That Earn or Lose Trust
- Boundary Conversations — Handling Friendships and Old Loyalties Fairly
- Expectation Interview With Own Manager — Agreeing Authority and Priorities
- First Ninety Days Outline — Sequencing Visible Changes Without Unsettling the Group

### Day 2: Designing the Huddle

- Fifteen-Minute Huddle Agenda — Fixed Segments for Priorities, Blockers and Help
- Standing Format and Timing — Choosing When and Where the Group Meets
- Hybrid Huddle Etiquette — Including Remote Members on Equal Terms
- Parking Lot Rule — Keeping Detailed Problem-Solving Out of the Stand-Up
- Huddle Facilitation Phrases — Drawing Out Quiet Members and Curbing Monologues

### Day 3: Sharing Out the Work

- Skills Matrix Build — Mapping Cover, Single Points of Failure and Growth
- Capacity Check Method — Counting Real Hours Before Assigning New Tasks
- Stretch Assignment Selection — Balancing Development Against Delivery Risk
- Allocation Criteria Card — Making the Reasons for Assignments Visible
- Rotation of Routine Tasks — Preventing Perceptions of Favouritism

### Day 4: Feedback and Follow-Through

- Observed Behaviour Feedback — Correcting Former Peers Without Damaging Rapport
- Huddle Commitments Tracker — Following Up Promises Made at the Stand-Up
- Intake Rule for Urgent Requests — Protecting Committed Work From Disruption
- Escalation Ladder — Deciding When a Blocker Goes to Senior Management
- Recognition in the Huddle — Acknowledging Contributions Without Creating Rivalries

## Day 5: Practising the Team Huddle and Allocation Board

- Live Huddle Rehearsal — Applying the Agenda and Facilitation Phrases
- Allocation Case From a Hospital Ward and a Logistics Depot — Testing Criteria Under Pressure
- Peer Credibility Role-Play — Using Boundary Conversations in Difficult Moments
- Board Layout Choices — Columns, Owners and Reasons Shown at a Glance
- Team Huddle and Allocation Board — Completing the Format for First Use

## Applying New Team Leader Huddles and Work Allocation After the Course

- Run the fifteen-minute huddle agenda for four weeks, keep a parking lot, and ask the group to rate the stand-up's usefulness each Friday.
- Complete the skills matrix with each person in a short one-to-one and use it to assign one stretch assignment per month.

## New Team Leader Huddles and Work Allocation Questions FAQ

### What are New Team Leader Huddles and Work Allocation and why do they matter now?

They are the daily stand-up and the visible sharing of tasks through which a newly promoted leader runs the group. They matter now because leaner, hybrid groups need clear priorities and fair assignments to trust a former peer.

### Which roles gain most from New Team Leader Huddles and Work Allocation training?

Newly promoted team leaders gain most, especially those leading former colleagues. Shift leads, section supervisors and project coordinators who brief and assign tasks daily also benefit.

### How does New Team Leader Huddles and Work Allocation differ from a general new manager course?

It focuses on two daily routines rather than every management duty. A general new manager course covers budgets and hiring; this one covers the stand-up, skills matrix, allocation criteria and feedback to former peers.

### What will I bring back from New Team Leader Huddles and Work Allocation training?

You bring back a Team Huddle and Allocation Board ready for first use, with a tested stand-up agenda, a skills matrix, written allocation criteria and an intake rule for urgent requests.

## New Team Leader Huddles and Work Allocation: The Way Forward

The Team Huddle and Allocation Board first informs who takes which task in the leader's opening week. The group reads it daily, and the leader's own manager uses it to see capacity before adding requests. After a month, revisit the allocation criteria with the group to check that routine tasks rotate fairly.