

Huddle Lean Checklist

When observing the morning huddle, use this list as a tool to track Lean elements in use.

Key Behaviors

- Openness and honesty
- Shared leadership
- Employees solving problems
- Employees offering ideas
- Supporting
- Collaboration
- Managing with data
- Celebration and recognition
- Camaraderie

Tools and approaches

- Visual management tools/displays
- Employee idea board
- Value stream map
- Mistake proofing
- Work-load leveling
- Planning
- Root Cause Analysis tools
- Data gathering tools
- Piloting
- Business or strategic plan/map
- Change management

Lean Leadership Competencies

- Questioning
- Listening
- Teaching
- Coaching and mentoring
- Supporting and encouraging
- Appreciating
- Suspending assumptions
- Inspiring
- Observing (gemba)

Lean Values

- Customer focus
- Transparency
- Learning
- Innovation
- Respect
- Humility
- Continuous improvement
- Safety
- Trust
- Fun

Outcomes

- Reduce waste
- Improve quality
- Improve safety
- Establish flow and pull
- Consistency
- Clarity
- Accountability
- Learning
- Employee engagement
- Real results for customers
- Lean culture

Other things I noticed:

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