

Meeting structure	
<p>Objective: During the day, follow up proactively with each employee in the department, check production progress, manage gaps, convey expectations and validate challenges regarding quality, costs, timelines and OHS.</p>	
<p>Site: Floor</p>	<p>Tools required: Performance report Planning matrix Note-taking tools</p>
<p>Frequency: Twice a day</p>	
<p>Start: 10 a.m. 2 p.m.</p>	<p>Participants: Manager Employees</p>
<p>End: 10:45 a.m. 2:45 p.m.</p>	
<p>Duration: 45 minutes</p>	
Standard agenda	
<p>1. Verification of site conditions: cleanliness, order, work plan ergonomics</p>	
<p>2. Verification of health and safety aspects (risks, opportunities, etc.)</p>	
<p>3. Validation of work progress and performance at each job post</p> <ul style="list-style-type: none"> - Recap the key objectives for the work shift - Manage gaps and readjustments - Resolve issues on a participatory basis 	
<p>4. Validation of work quality at each job post</p>	
<p>5. Communication of the game plan for the next number of hours</p> <ul style="list-style-type: none"> - Overview of upcoming operations - Availability and accessibility of raw materials - Setting of additional objectives 	
Recap of key behaviours	
<p>Punctuality</p> <p>Preparation</p> <p>Motivated and motivating attitude (leadership)</p> <p>Note-taking</p> <p>Structured setting of objectives</p>	