

TEAM ALIGNMENT

The major thrust of Lean is the identification and elimination of waste within our processes. In order to make this accomplishment we need the engagement of our people or the team!. To be successful we need team alignment in order to accomplish distributed accountability. We discussed many of the alignment tools before through this newsletter;

STEP Diagnostic – your 3 -5 year Enterprise excellence Roadmap
X-Matrix – a key attribute of policy deployment as your 1 year action plan
A3 Project updates – your 1 month action plan
Daily Report-Outs – daily stand-up meeting to resolve Disturbances to Flow [read article here](#)

Now we wish to introduce you to an additional alignment tool ... The Weekly Debrief. The concept of the de-brief tool germinated many years ago when Mariela was managing a bunch of university interns along with a gang of CI foot soldiers harvested from the floor. The concept was simple review the activities of the day and plan for your accomplishments for the following day. The tool worked beautifully.

Since then we have morphed the tool into a weekly De-Brief and it has become a corner stone with our client partners. Reviewing the weekly De-Brief enables us to stay intimate and connected with our clients while at the same time allowing to provide some remote coaching and encouragement.

Recently, a client partner issued a memo that contained the following information about doing weekly De-Briefs;

Hi team,

Thank you all for the weekly debriefs. As discussed, you can now forward your debriefs to me (a hyperlink is sufficient) and I will copy Richard and Mariela along with my feedback to you. This is an opportunity for us to sustain this practise which ideally would be replicated elsewhere within the organization. We've been doing debriefs for more than 6 months now and I would like to take this opportunity to review why we are doing these.

As you all know, our Operating System Document describes all activities that deliver value to customers and suggests that we carry out these activities through a continuous cycle of planning, execution, measurement & analysis, and improvement. This applies not only to manufacturing but to all activities that we carry out at the company, including support services, such as CI. The weekly debrief, in my view, is an excellent tool because it provides us an opportunity to complete this cycle on a weekly basis. It is simple and quick and has all elements of the cycle - PLANNING is completed by expressing the "Planned Accomplishments and Resources Required from the Team", EXECUTION is carried out throughout the week, MEASUREMENT & ANALYSIS can be done throughout the week and is expressed at the end of the week by stating "What Went Well and What Didn't Go Well" and finally, IMPROVEMENT is expressed by identifying "What We Need to Do Differently".


Typically it takes less than 5 minutes to prepare your De-Brief, what an excellent way to reflect on your weekly "gift of time" contribution While planning for next weeks activities.

"Unless you try to do something beyond what you have already mastered, you will never grow."

Ronald. E. Osborn

Where Lean Thoughts can become Reality

WEEKLY DE-BRIEF

		<p><i><u>WEEKLY DEBRIEF</u></i></p>	
Name:		Date:	
<p>What Went Well:</p>			
1			
2			
3			
4			
5			
<p>What Didn't Go Well:</p>			
1			
2			
3			
4			
5			
<p>What Do We Need to Do Differently:</p>			
1			
2			
3			
4			
5			
<p>Planned Accomplishments:</p>			
1			
2			
3			
4			
5			
<p>Resources Required from the Team:</p>			
1			
2			
3			
4			
5			

Lean Thoughts