

# 10 HABITS OF HIGHLY EFFECTIVE FRONTLINE LEADERS



Great frontline leaders create change through consistent daily habits. These simple actions modeled every shift build a shop floor of accountability, efficiency, and continuous improvement.

## 1. Own the First 10 Minutes



**Why it matters:** The first moments of a shift set the tone for the day.

**Try this:** Use a short pre-shift huddle to align on today's goals, review any issues from the last shift, and verify key staffing or equipment readiness.

## 2. Show Up on the Floor, Not Just in Reports



**Why it matters:** Presence builds trust, and insight.

**Try this:** Walk the floor every hour, ask what's going right, and spot issues before they escalate.

## 3. Control the Handoff, Don't Just Pass It On



**Why it matters:** Poor communication during shift changes causes errors and lost time.

**Try this:** Use a structured handoff checklist and require real-time updates between outgoing and incoming leads.

## 4. Talk in Takt Time



**Why it matters:** Aligning work to demand drives smarter decisions.

**Try this:** Frame downtime, delays, or wins in terms of their impact on meeting customer takt time.

## 5. Ask "What's Our Standard?" Out Loud



**Why it matters:** Standards clarify expectations and expose gaps.

**Try this:** Start problem-solving discussions by referencing the standard, not personal judgment.

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# 10 HABITS OF HIGHLY EFFECTIVE FRONTLINE LEADERS (CONTINUED)



## 6. Track Fixes, Not Just Breaks



**Why it matters:** Focusing only on failures hides your best practices.

**Try this:** When something's resolved well, document it as a "what good looks like" case for others to learn from.

## 7. Coach in the Moment



**Why it matters:** Delayed feedback is often ignored or misremembered.

**Try this:** Give one piece of coaching within 60 seconds of seeing an opportunity for growth.

## 8. Make Metrics Personal



**Why it matters:** Teams engage when they understand how they contribute.

**Try this:** Tie line or cell KPIs to individual roles. Make performance reviews a reflection of daily habits, not just outcomes.

## 9. Model Curiosity, Not Blame



**Why it matters:** Finger-pointing kills problem-solving.

**Try this:** Use questions like "What do we know so far?" or "What else could explain this?" during issue reviews.


## 10. Push Accountability Downward



**Why it matters:** The people closest to the problem often have the best solutions.

**Try this:** Let operators lead tier-one huddles or improvement suggestions. Give space for ownership.

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