


SHIFT START-UP AGILITY HUDDLE

Purpose: Drive operational agility in daily shift start-up meetings by aligning teams on key metrics, anticipating disruptions, and assigning actionable steps.

 **Shift Info** **Date:** _____ **Shift:** [] 1st [] 2nd [] 3rd **Plant / Line:** _____

Previous Shift Review (5 min)

Goal: Reflect on yesterday's agility wins and challenges to sustain progress.

Key Metrics (e.g., OEE, defect rate, downtime):

Agility Win: What process or decision enabled quick adaptation?

Agility Challenge: What rigidity or delay occurred? Root cause?

Today's Agility Focus (5 min)

Goal: Anticipate disruptions and plan proactive responses.

Potential Change/Disruption (e.g., supply delay, demand spike, equipment issue):

Adaptation Plan: How will the team pivot if this occurs? (e.g., cross-train, adjust workflow)

Action Items (3 min)

Goal: Assign 2-3 SMART (Specific, Measurable, Achievable, Relevant, Time-bound) tasks to boost agility today.




Task	Owner	Deadline	Expected Impact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Feedback & Notes

Key Metrics (e.g., OEE, defect rate, downtime):

Supervisor Notes: Observations for leadership review (e.g., recurring bottlenecks).

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