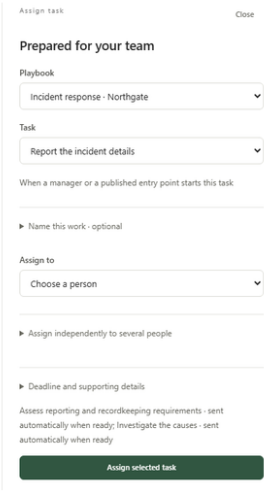
HOLD A TOOLBOX TALK AND RECORD ATTENDANCE

# Focus toolbox talk follow-up on the people and questions that need it

Keep the talk's topic, date, attendance roster and questions together. Recorded absences show the team lead who needs follow-up, while the huddle record preserves the context of the discussion.

**Deliver the talk and record attendance > Confirm attendance (when selected) > Follow up a concern raised in the talk (when triggered)**

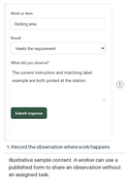
**SkillSmith · Choose prepared work and its recipient — incident-response example**




**SkillSmith · Keep the acknowledgement with the assigned instruction**



**SkillSmith · Share an observation through a published form**



Choose prepared work and its recipient - incident-response example

## Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

# The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

| Your role | The contribution | SkillSmith support |
|---|---|---|
| **Team lead** | Deliver the talk and record attendance; Follow up a concern raised in the talk | Respond with absent, attendees (roster), concern > case opened or answered and date. |
| **Assigned team member** | Confirm attendance | Respond with member, talk and timestamp. |

## Identify absent people for follow-up

In a worked example, the talk took place but an assigned person was absent; keep that absence visible rather than recording the whole group as having attended.

WORKED DECISION

| Decision point | Information to use | Responsible next step |
|---|---|---|
| Working material | Topic and Attendance | Open the selected material for this occurrence. |
| Recorded response | topic, date and attendees (roster) | Save the response with its work context. |
| Review point | questions raised and photo of the huddle | Agree the next action with the person responsible for this decision. |

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

# Hold a toolbox talk and record attendance

Bring topic and attendance into the prepared work. Team lead and Assigned team member each receive the context needed for their part.

### 01 Deliver the talk and record attendance

Record topic, date, attendees (roster), absent, questions raised and photo of the huddle.

### 02 Confirm attendance

When the individual confirmation variant is selected, record member, talk and timestamp.

### 03 Follow up a concern raised in the talk

When a concern was recorded, record concern > case opened or answered.

## Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

### Hold a toolbox talk and record attendance

A short, regular safety conversation at the point of work, with a topic from the library, attendance on record as a roster, and any concern raised turned into a case. Individual confirmations are a variant, one per attendee, never a task for absentees.

**Monday toolbox talk · Dock (warehouse)**

YOUR INFORMATION / CONNECTED WORK

# The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

**Your work context > SkillSmith > Your next contribution**




| | |
|---|---|
| **Topic**<br>The task uses this material | The talk material - SkillSmith ships a library of short topics; sites add their own. |
| **Attendance**<br>The task uses this material | Attendance and questions record. |
| **Confirmation**<br>The task uses this material | Optional per-person confirmation beside the roster; binding it turns individual confirmations on. |

YOUR DELIVERY PLAN / OUR TEAM

# Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

### 01 Select the working material

Choose topic and attendance from the resources your team uses.

### 02 Agree the responsibilities

Confirm team lead and assigned team member for this method, then choose the people eligible to receive its work.

### 03 Walk through the selected route

Walk through these conditional steps: “Confirm attendance”; “Follow up a concern raised in the talk”.

## We are here to help



**Rohit Singh**
VP of Strategic Partnerships



**Brent Jackson**
Director of Customer Success

## Prepare the method for your team

### What stays with the recorded response?

The response for this occurrence retains topic, date, attendees (roster), absent, questions raised and photo of the huddle. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

### Which materials do we need to bring?

Bring topic and attendance. We use those choices to prepare the working context, then check that each task opens the material it needs.

### How do the conditional steps become part of the method?

The conditional route is used when the individual confirmation variant is selected. Select the variant or respond to the recorded condition before treating that step as required.

### What is the outcome for the wider workflow?

Talk recorded with its roster for the period; concerns are cases or answered; absentees visible to the lead.

WHY SKILLSMITH / YOUR NEXT STEP

# Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

| Without connected follow-through | With SkillSmith |
| --- | --- |
| **The person has to leave the work to find its instructions or help.** | Open the selected resources with the task, and keep a question attached when help is needed. |
| **The current status hides which response or version came before it.** | Keep topic, date and attendees (roster) with the work, with recorded history available for later review. |

## Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Who attended the talk, and whose attendance still needs attention?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact