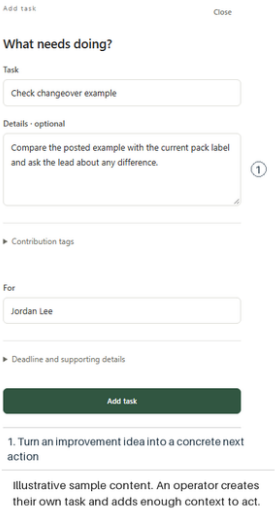
DECIDE AND IMPLEMENT AN IMPROVEMENT IDEA

# Give employees a useful answer to their improvement ideas

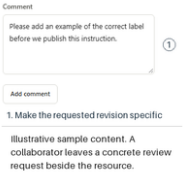
Let the team lead accept, decline with a reason or defer to a date. Name the implementation owner for accepted work so the employee can understand the decision and what comes next.

**Submit the idea > Evaluate and decide > Implement and confirm (when triggered)**

### SkillSmith · Turn an improvement idea into a concrete next task




### SkillSmith · Make a requested resource revision specific




### SkillSmith · Keep recognition connected to the recorded contribution




Turn an improvement idea into a concrete next task

## 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 |
|---|---|---|
| **Assigned team member** | Submit the idea; Implement and confirm | Respond with before/after photos, done, expected benefit and photos. |
| **Team lead** | Evaluate and decide | Respond with accepted / declined with reason / deferred to date and implementation owner. |

## Explain the deferral and set its review date

In a worked example, an idea cannot be implemented now; record the reason and a review date when deferring it instead of leaving it undecided.

WORKED DECISION

| Decision point | Information to use | Responsible next step |
|---|---|---|
| Working material | Idea form | Open the selected material for this occurrence. |
| Recorded response | accepted / declined with reason / deferred to date and implementation owner | Save the response with its work context. |
| Review point | accepted / declined with reason / deferred to date and implementation owner | 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

# Decide and implement an improvement idea

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

### 01 Submit the idea

Record problem, proposal, expected benefit and photos.

### 02 Evaluate and decide

Record accepted / declined with reason / deferred to date and implementation owner.

### 03 Implement and confirm

When accepted, record done, before/after photos and standard updated?.

## Prepare the useful part of the workflow

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

**Decide and implement an improvement idea**

Anyone can propose an improvement; a lead decides within a promised time with a reason; accepted ideas are implemented and confirmed. Recognition is a hand-off that follows an accepted idea, not a task here.

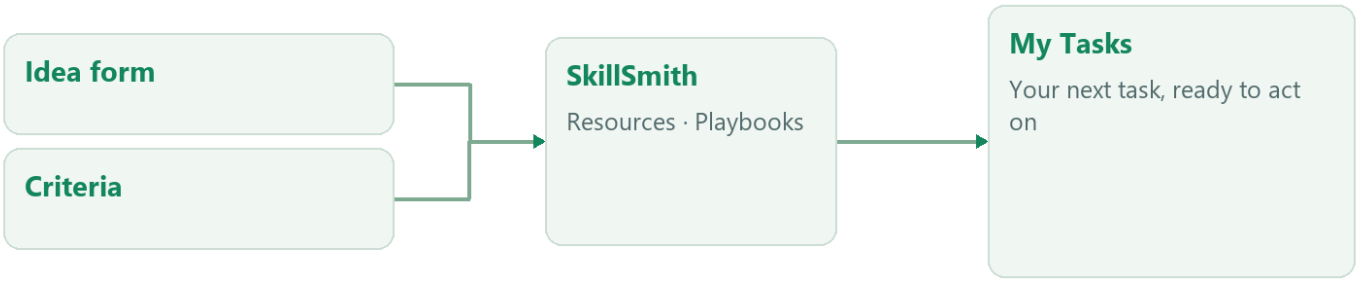
**Kaizen ideas · Assembly**

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**




| | |
|---|---|
| **Idea form**<br>The task uses this material | The improvement idea form. |
| **Criteria**<br>The task uses this material | Evaluation rubric (safety, cost, effort, benefit). |

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 idea form from the resources your team uses.

### 02 Agree the responsibilities

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

### 03 Walk through the selected route

Walk through these conditional steps: “Implement and confirm”.

## 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 accepted / declined with reason / deferred to date and implementation owner. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

### Which materials do we need to bring?

Bring idea form. 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 accepted. Select the variant or respond to the recorded condition before treating that step as required.

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

Decided within the promised time; implemented ideas confirmed; declined ideas carry a reason; deferred ideas carry a date.

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 |
| --- | --- |
| **A completed entry is mistaken for the responsible person's decision.** | Give the team lead the recorded response and agreed criteria for this decision. |
| **People cannot see the method or evidence behind a decision.** | Make methods, responsibilities and decision evidence visible for 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.

- Should the suggestion be accepted, declined or deferred, and why?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact