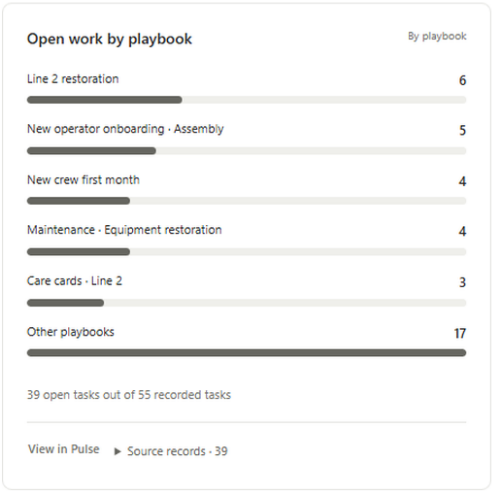
RUN THE DAILY HUDDLE AND ESCALATE WHAT THE TEAM CANNOT FIX

Help the team leave the huddle knowing what to do

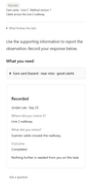
Keep SQDCP status, issues, actions, attendance and the board photo together, with an owner or escalation for each blocker needing a response.

Record the huddle > Decide an escalated issue (when triggered)

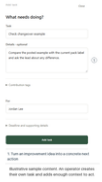
SkillSmith · Review open work by playbook and open its source records



SkillSmith · A recorded observation stays attached to its task



SkillSmith · Turn an improvement idea into a concrete next task



Review open work by playbook and open its source records

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	Record the huddle	Respond with sqdcp status, actions, attendance and issues.
Accountable owner	Decide an escalated issue	Respond with decision, due and owner.

Name an owner or escalate the blocker

In a worked example, the team discusses a blocker without choosing an owner; record the action or escalation before treating the discussion as a completed response.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Board	Open the selected material for this occurrence.
Recorded response	SQDCP status, issues and actions	Save the response with its work context.
Review point	attendance and photo of the board	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

Run the daily huddle and escalate what the team cannot fix

Bring board into the prepared work. Team lead and Accountable owner each receive the context needed for their part.

01 Record the huddle

Record SQDCP status, issues, actions, attendance and photo of the board.

02 Decide an escalated issue

When an issue is flagged for escalation or open beyond two days, record decision, owner and due.

Prepare the useful part of the workflow

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

Run the daily huddle and escalate what the team cannot fix

Ten minutes at the board every day: safety, quality, delivery, cost and people, yesterday's issues and today's actions - and anything the team cannot fix goes up a tier the same day.

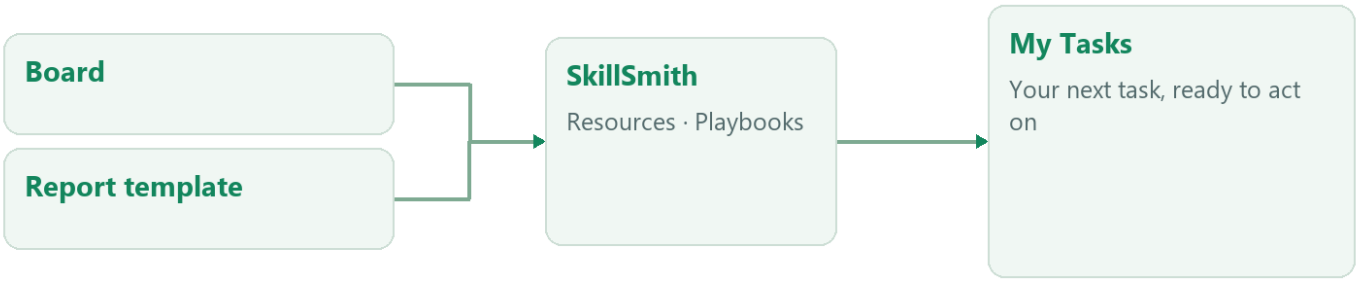
Tier-1 huddle · Line 2

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



Board The task uses this material	The daily huddle record (SQDCP).
Report template The task uses this material	Yesterday's records for the team, attached automatically.

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 board from the resources your team uses.

02 Agree the responsibilities

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

03 Walk through the selected route

Walk through these conditional steps: “Decide an escalated issue”.

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 sqdcp status, issues, actions, attendance and photo of the board. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring board. 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 an issue is flagged for escalation or open beyond two days. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Huddle on record for the day; escalations decided the same day.

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 next person receives an action without the preceding result.	Keep the preceding result attached when the next responsible person receives work.
A person cannot tell which contribution is ready for them.	Make ready work and its requested contribution visible in My Tasks.

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.

- Which decisions and actions should the team carry out after this huddle?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

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