Mandatory Tasks	1 Point Tasks	2 Point Tasks	3 Point Tasks	5 Point Tasks	10 Point Tasks	
Makes A Daily 2 Second Improvement	2/4 in their department on the training matrix (12)	3/4 In their Department on the training matrix (12)	4/4 In their Department on the training matrix (12)	Manages at least one staff member	Can be trusted to manage/solve a business crisis	
30 Mins of 3S Every Day	Knows everyone's name & job role in the company	Has a working personal management system	Can effectively prioritise work load and manage expectations	Manages all staff effectively, makes sure staff are working before you	Head of department (12)	
Knows the 8 Wastes	Fully Prepared to host their meeting	Takes Responsibility for their number	Is on track with department rocks	Encourages and supports staff members with progression on the pathway	Developed a manager	
Knows the Mission Statement	Prepared with their scorecard number for meeting	Stars in 1 Improvement Video per month	Can use root causes analysis	Doesn't hesitate to do the right thing even if it is uncomfortable	Has achieved 1 year EOS Goal for their department	
Knows the Company Principles	Voices constructive opinions in meetings	Volunteers for projects outside of your department	Can provide detailed examples of how they have contributed to the profit of the business with lead and lag measures	Actively seeks out the next way to develop the business	Has hit 3 year EOS Goal	
Knows the Vision Statement	Integrates well & does not isolate themselves	Takes time to speak to guests and welcomes them	Utilises PDCA system	All of their staff making a daily 2 second improvement	Has been to Japan	
Attends Morning Meetings On Time	Solves Basic Every Day Problems	Always does what's best for the company	Has been involved in the recuritment process	Teaches and trains employees on 2 second lean	Has been to GLLS	
Using and Understanding the Cleaning Rota	Praises and Encourages Others	Produces the highest quality of work with little mistakes in an agreed time frame	Has a number of lean contacts	Teaches and trains employees on Flow & Takt time	Finds opportunities to public speak about the company, CSR, lean or teaching	
Discusses their own Mistakes	Is Respectful and Helpful to others	Can stay on track by finding out the next task without being prompted	Has good external contacts to help with their job role	Has implimented a daily task management system into their department	Exceptional Skill (removes the need of subcontractor / consultant)	
Encompasses the no blame culture	Takes on Improvements in the morning meeting	Emotional resiliance, does not give up and is happy for other people to raise issues and try to help to improve	Volunteers for 2 days of CSR per year	Makes the right command decisions without needing approval		
Keeps a calm atmosphere	Can explain the 8 wastes	Understands how a sale flows from start to finish (Purchase> invoice)	Makes sure there is a process for all day to day jobs in their department	Organises Lean tours for their staff		
Gets to work on time	Makes Videos of improvements once a week	Holds others and themselves accountable to their rocks	Makes sure all processes are followed	Can Decide on a budget for their department		
Works with urgency and purpose	Flexible with job demands		Regularly attend network meetings	Our lean partners fully praise you and recognise your skills		
Attendance above 95%  Hygenic and Presentable	Has genuine and original gratefuls in the meeting Knows the basic history of					
Read & Review 2 Second	lean Writes Clear 8 Step Processes					
Lean Read & Review What the	Will take part in group					
heck is EOS	activities without an issue Has Started to make					
Host daily morning meeting	improvements at home Has shown a guest their					
	improvement  Comments likes and shares company social media posts					
	Keeps team spirit up  Can remain focused on the					
	task in hand					
	Watch & Review 1 Ted Talk Per Month					
	Know & Actively watch lean videos about our lean companions and shares & Comments on them					
	Alerts management & other issues without hesitation					
	Has visited 1 other company on the lean pathway					
	Can fully converse in all aspects of lean with confidence					

Employee Tally

**Key Improvement For Next Time** 

**Employee Percentage** 

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