

Am I prepared for sudden staff absences?



Checklist

For the first overview

Flexibility & Processes

- ☐ Do I have a clear substitution policy for all key positions?
- ☐ Are there defined procedures for unforeseen shift changes?
- ☐ Are absences systematically documented and analyzed?

Ressources & Skills

- ☐ Do I know who in the team can take on which tasks (even additionally)?
- ☐ Is there an up-to-date skill matrix for my department?
- ☐ Do I actively rely on multi-skill teams, or do I stick to rigid role allocations?

Tools & Technology

- ☐ Do I use digital tools for shift planning and capacity forecasting?
- ☐ Can I digitally map and communicate unplanned changes in personnel deployment?
- ☐ Is my planning data linked to warehouse and shipping processes?

Training & Development

- ☐ Are there regular internal training courses for new or additional areas of responsibility?
- ☐ Do I actively support employees who want to develop themselves?
- ☐ Is the ability to work in a team strengthened by cross-departmental cooperation?



More than 3 questions answered with "no"?
Then it's worth taking a critical look at your internal processes.
We will be happy to support you in this.

