

LEAN COFFEE

Facilitators cheat sheet

Preparation

1. Choose a general discussion theme
2. Book a room with a whiteboard and a flipchart. Get Post-ITs, dot stickers, a timer, marker pens.
3. Invite participants. The meeting is timeboxed. If unsure, take 1 hr.

In the room

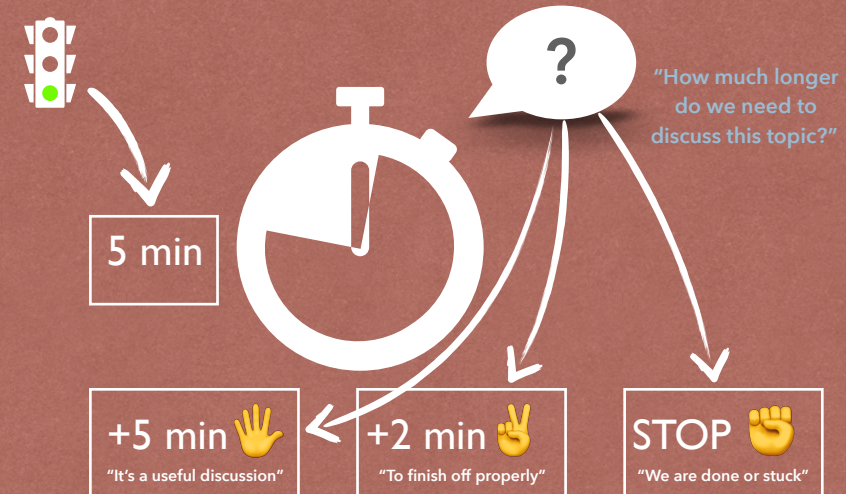
1. On the whiteboard, prepare the discussion Kanban:
To discuss ⇒ Discussing ⇒ Done
2. Ask participants to bring up possible topics. Every topic should be on a separate Post-IT and have a **discussion title** and the **owner** on them (5 min)
3. Invite people to stick their topics in the *To discuss* column. Let every owner pitch his/her idea so that everybody understands it. No discussion yet!
4. Group and remove duplicate topics.
5. Give every participant 2 dots to vote for their most important topics.
6. Rearrange topics from high to low priority.



Start discussing

1. Pick the highest prioritised open topic. Move the Post-IT to the **Discussing** column
2. Invite the owner to kick off the discussion.

Discussion on a topic



- Give every topic 5 minutes to start with. When time is up:
- Poll how much more time is needed: 5, 2 or 0 minutes. Use hand signals and pick the majority fast. Keep the energy high.
 - Repeat until the subject is voted **Done**

Note taking

- Every topic should have an outcome captured. Take the notes per topic on the flip-chart.
- Keep it Lean. Just **capture the outcome**, not the discussion.

Close Topic

- Put the Post-IT in the **Done** column

Repeat

- If you have time, start another topic

Congratulations

- Now you discussed as lean as possible the most important topics.