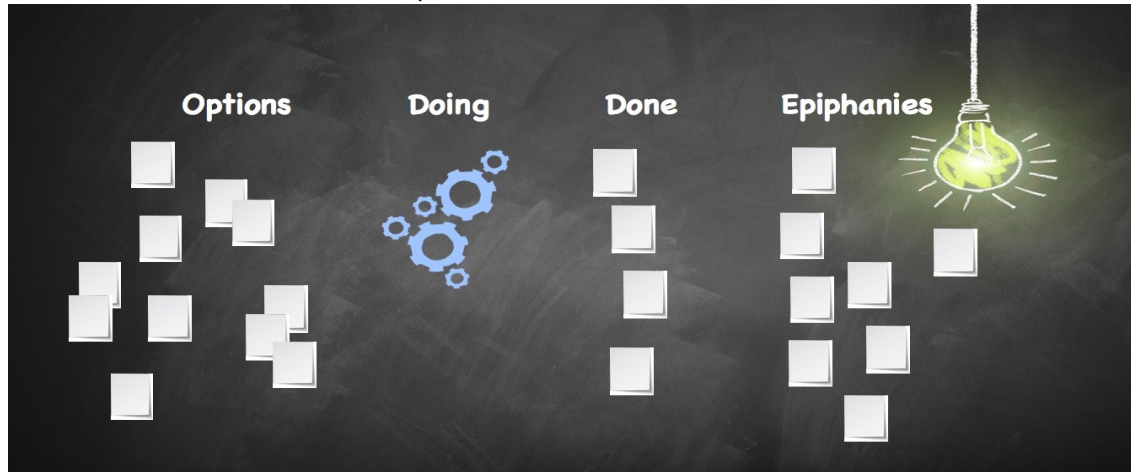


HOW TO LEAN COFFEE

FROM MODUS COOPERANDI, CREATORS OF *PERSONAL KANBAN*



DEFINED: Lean Coffee is a highly flexible meeting format that allows participants to dynamically create an agenda to produce high-value meetings. Combining Lean, Personal Kanban, and complexity science, the format creates a simple pull system allowing the group to quickly create and prioritize an agenda from which relevant conversations of shared and vetted value can result.

PURPOSE: The goal of Lean Coffee at Lean and Beyond is to encourage participants to discuss content in their own words and contexts. The simple act of discussion reinforces learning and provides a bedrock for implementation and expansion.

STEPS:

1. **CREATE** a Personal Kanban with an OPTIONS, DOING, DONE, and EPIPHANIES value stream.
2. **WRITE** down topics you'd like to discuss on Post-its, one topic per Post-it.
3. **PLACE** Post-its in the OPTIONS column.
4. **GROUP** common themes by clustering similar Post-its.
5. **VOTE** for topics you wish to discuss. Each person gets two votes.
6. **PRIORITIZE & DISCUSS** topics in order voted, placing the current topic in DOING, moving it to DONE when finished.
7. **DISCOVER!** During the discussion, capture any realizations or items for further inquiry in the EPIPHANIES column.