



excelon
DEVELOPMENT

Lean Coffee Training

Targeting Quality Conference, September 2019

Neither Kitchener nor Waterloo.
But the coffee beans are really nice.

But.

I have to get a coffee grinder now.

#MissedRequirement



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DEVELOPMENT

1 Create a simple Personal Kanban
TO DISCUSS | DISCUSSING | DISCUSSED

Write name tags

GERRY

2 Brainstorm topics

TOPIC A | TOPIC B | TOPIC C

ANNOUNCE TOPIC THEME,
WRITE SLENTLY, ONE TOPIC
PER POST-IT, 2-3 MINUTES

3 Pitch your topic(s)
1-2 SENTENCES
PER TOPIC, BE CONCISE!

4 Prioritize what to discuss

DOT VOTE, 2-3 DOTS
PER PERSON, MULTIPLE
DOTS ON A TOPIC OK,
ORDER TOPICS BY
NUMBER OF VOTES.

Lean Coffee

7 Lock in the learning

COLLABORATE
ON DISCUSSION
NOTES

MY TAKEAWAY...

MY TAKEAWAY...

6 Discuss!
PULL FIRST TOPIC
INTO DISCUSSING.
WHEN COMPLETE,
MOVE INTO DISCUSSED.

5 Manage flow of conversation

DECIDE TOPIC DISCUSSION
LENGTH, 5-15 MIN ROUND 1,
HALVE TIME 2ND ROUND, ...

DISCUSS MORE | NOT SURE | NO MORE VALUE, MOVE ON

AT END OF TIME SIGNAL,
SILENT VOTE ON TOPIC
IF # THUMBS UP < REST,
MOVE TO NEXT TOPIC

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