

Grow your Network and Knowledge Hosting a Lean Coffee

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ANNUAL
CONFERENCE & EXPO 2022

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What is Lean Coffee?

Structured but agenda-less meetings focused on topics that are important to the group.



Networking



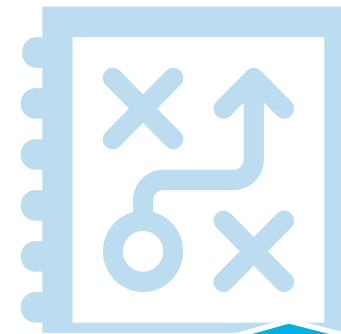
Meeting Format



Idea Generation



Facilitation Method

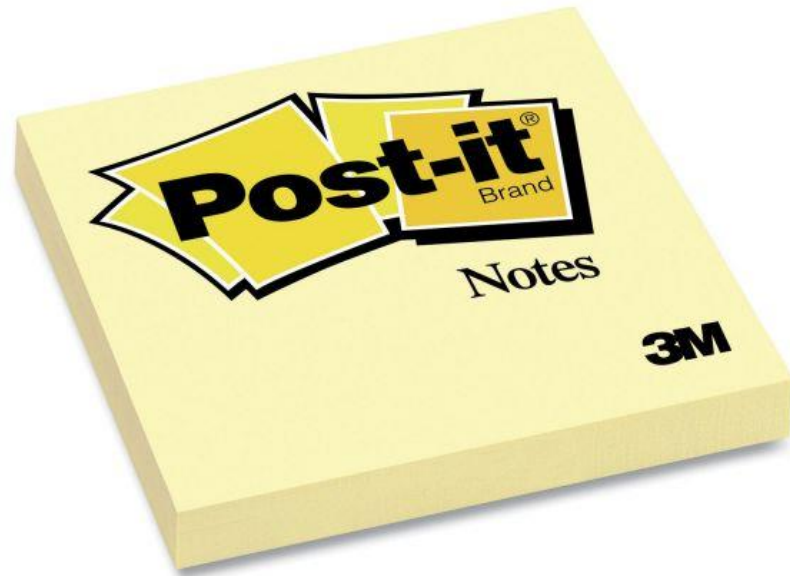


Problem Solving



Timekeeper

Tools of Lean Coffee



Tools for Virtual Lean Coffee

LeanCoffee.Club

12/7/21



<https://jamboard.google.com>



<https://www.mural.co/>



<https://miro.com/>



Voting Dots (3 Votes)



1) Ideas

Leading and Lagging Metric. Do you use them? How do you gain focus around the vital few instead of the important many?

5S audits and walk throughs

Celebrating improvements

Requirements Analysis

How to best gemba in a more virtual / IT world

First steps to creating an improvement culture (2 Vote)

How to use Lean In Agile software development? (1 Vote)

2) To Do

Robotic Process Automation (3 Vote)

Gemba walks and their importance / Gemba/Scoping Tips and Tricks (3 Vote)

3) Discussing

The Great Resignation of 2021. How to utilize Lean to streamline work and eliminate stress on FTE's (4 Vote)

4) Done

Simple ways to teach someone how to complete project management. (6 Vote)

Discrete Event Simulation/Process Modelling (5 Vote)

Free Templates

ISAACBMITCHELL.COM

GOOGLE APPS

HOME

RESUME

PORTFOLIO AND DOWNLOADS

LEANCOFFEE.CLUB

LEANBOOK.CLUB

LEANGEEK.BLOG

THELEANNETWORK.COM

[Lean Coffee Sign-up Template](#)



Virtual Lean Coffee (Enter Date & Time Eastern)

Sign up Sheet. Find out more at www.leancoffee.club

What is your First and Last Name

Short answer text

[Lean Coffee Jamboard Template](#)



LeanCoffee.Club 12/27/21

1) Ideas 2) To Do 3) Discussing 4) Done

One idea/topic per sticky.

Voting Dots (3 Votes)

Running a Lean Coffee?

Set up a personal Kanban

- i. Create three categories: Ideas, To Do, Discussion, Done.

Determine what to discuss

- i. Each participant writes down ideas on sticky notes
- ii. Once each participant has written their topics, they will briefly explain them to the group.

Vote and Talk

- i. Each person in the group vote on selected topics to determine which items are most popular with the group.
- ii. Each participant gets three votes. They can place votes by putting tick marks on the sticky notes. The participants can place all three of their votes on one topic if they are very interested in that specific item or spread the vote among other topics.

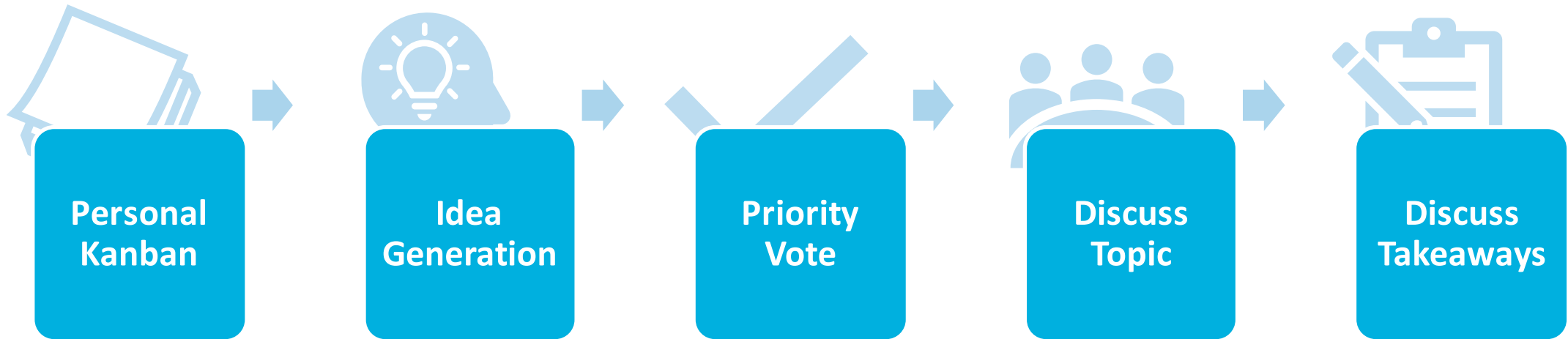
Discuss Items:

- i. Start group discussion on the sticky notes with the most votes.
- ii. The facilitator will set a timer for ten minutes. After the allocated time is up, the group will vote to continue the discussion for five minutes or move to the next topic.
- iii. It is a simple thumbs up or thumbs down vote. Continue moving to the next discussion topic and repeat until meeting time is complete

Discuss Takeaways:

- i. Save 10 minutes at the end of the session to discuss key takeaways and next steps.

Ready, Set, Go!



VIRTUAL LEAN COFFEE CLUB

www.leancoffee.club

Next Virtual Lean Coffee Club - Sign up Now!

Date: Thursday, 7/14/2022 **Time:** 12:00 PM to 1:00 PM Eastern

Location: Free virtual meeting. The webinar link will be emailed to registered attendees.

SPACE IS LIMITED REGISTER TODAY



NEW TO LEAN COFFEE?



What is Lean Coffee?

Lean Coffee is an opportunity for lean professionals to discuss ideas, experiences, issues and/or improvements in lean. These informal networking events are structured but agenda-less meetings focused on topics that are important to the group. It is also an opportunity to share and learn from your peers and experts from around the region.



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Q&A

Remember to complete your evaluation for this session within the app!

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