

**Lean
Coffee
Guide**

Discuss topics that interest you in a **short**, yet **productive** meeting. Our simple 7-step guide enables participants to gather, build an agenda and begin discussing.

Energise your day with lean coffee.

1

Create a Kanban board.

TO DISCUSS

DISCUSSING

DISCUSSED

2

Brainstorm topics.
Capture topic ideas on
post-it notes, 1-2 per
participant.



3

Pitch Topics.

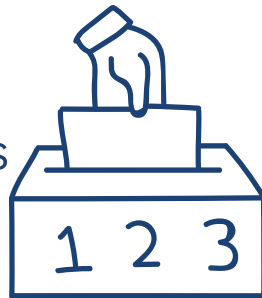
Explain your topic to the group in a couple of sentences.



4

Vote and prioritise topics.

Everyone gets three votes.
You can put multiple votes on a single topic.



5

Discuss.

Initially 10 minutes.
Plus further 5 minute
extensions.



6

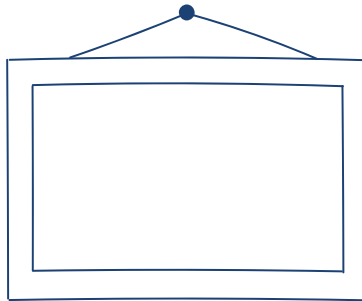
Vote on whether to
extend the
conversation.

Update Kanban board.



7

Reflect and capture
learning.



Seriously Social.



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