Lean Coffee Tables
Standard Work Instructions (72 mins)

Purpose: *Facilitate structured discussions on topics participants find most important and relevant.* Unpack and expand insights that arise from listening to the speakers and others.

Materials:
- Tables for 6-8 participants
- 3x3 Post-it notes and Sharpies
- Flipchart paper for each table

Process:

1. **Setup and Topic Generation (12 min)**
   a. Facilitator explains exercise and prompts (2 min):
      - *"What should we be talking about?"*
      - *"Why is it important in your company, industry, or field?"*
Elaborate on the challenges/problems and the case for change (perhaps by sector and/or function).
   b. Participants write topics on Post-its (one topic per note) (3 min)
   c. Each person pitches their topic(s) in 30 seconds max (5 min)
   d. Dot voting: 3 votes per person for preferred topics (2 min)

2. **Discussions (45 min)**
   a. Discuss topics in order of votes received
   b. Start with 10 minutes per topic, extend by consensus if needed
   c. Everyone participates concisely and respectfully
   d. Record key insights or new questions on separate Post-its

3. **Table Report Out (10 min)**
   - Round-robin sharing of each table's highest priority insight or question

4. **Documentation (5 min)**
   - Transfer ALL Post-its to Symposium Discussion Board in appropriate areas

Key Points for Table Facilitators:
- Assign a timekeeper for the table
- Ensure equal participation and respectful discussion
- Keep discussions focused and on-time
- Encourage recording of insights throughout

Wrap-up:
- Remind participants to shuffle seating for the next round
- Highlight that this is the first of three rounds, each with different speakers and guiding questions

Total Time: 72 minutes

Note: Subsequent rounds can follow the same structure, instructions can refer back to previous rounds. Adapt the guiding questions as appropriate.

Potential guiding questions for Round 1: Supply Chain Transformation
- *What are the challenges/problems in your field?*
- *What capabilities are needed?*
- *What experiments are needed for addressing the challenges/problems and building new capabilities?*

Potential guiding questions for Round 2: Technology Integration
- *What are other disruptive technologies?*
- *How do these impact customer value-creating work in your field?*
- *How do these impact problem solving, improvement, and innovation work in your field?*
- *What experiments are needed to move along the learning curve?*

Potential guiding questions for Round 3: Workplace & Workforce Evolution
- *What are other changes to the workplace?*
- *What are other ways of educating and building capability?*
- *What experiments are needed for education and capability development to keep pace with change?*

Reference: https://leancoffee.org/

OPTIONS	DISCUSSING	DONE
		Key Take-Aways