

# CHECKLIST – OBEYA START WITH YOUR TEAM

A number of key success factors for an effective Obeya need to be implemented from day one to avoid wasting time later on pitfalls that can be prevented. Go through this checklist together with the Obeya Specialist who will be guiding you to see how your team can best get started.



## 1. Intake

*Always have an intake session with an Obeya Specialist or trainer to clarify the following:*

Who will be participating? What is their role within the Obeya? Is there commitment? Are there any points of attention for this team? What are the expectations?

## 2. The Room and facilities

*Are the facilities in place?*

To ensure a smooth start, it's important to arrange the following right away:

1. Is there a (virtual) space available and set up for your team?
2. Do you know where to find the right templates, materials, and information?

## 3. Support

*Have you arranged the necessary support?*

A good facilitator is a crucial success factor for an effective Obeya. We recommend training your facilitator at the LWO Facilitation level to guide your sessions more effectively.

Additionally, it's important to collaborate with an internal Obeya Specialist to encourage cross-team learning and prevent common pitfalls.

## 6. Time for content

*Has enough time been scheduled to collaboratively map the strategy onto the board?*

Don't underestimate the value of establishing a shared baseline. Without a solid foundation, the initial Obeya sessions will deliver limited value, and you'll still need to build that base—sometimes spread over weeks or months.

If you're not planning a Kickstart because your team has already received training, consider scheduling a workshop of at least 1.5 days with an Obeya Specialist or Trainer. This will allow you to integrate your strategic plan into the Obeya as a baseline for the first time.

## 5. Connection

*Has a link been established between your Obeya(s) and the organizational strategy?*

The team leader should explain the (overarching) Obeya to the team as the strategic starting point.

The team contributes and provides feedback on higher-level decisions and related tasks that affect their own work, helping to clarify focus areas within the organization.

## 4. Training and change

*Has your team been trained in the method?*

Starting with Obeya brings a significant shift in the way your management team operates. Don't underestimate this change—ensure that both the leadership and the team are brought to the right level. It's essential for your team to get started quickly and effectively, with a clear understanding of what's happening.

**Training provides the following benefits:**

- Mastery of the LWO method.
- Understanding of the processes and the use of a common language.
- Ability to explain the method to your employees.

## 7. The start – Guidance for kicking off Obeya sessions

# Obeya - Team Kickstart

3-day training, strategy session, and change process in one. During the Team Kickstart, we guide you and your entire team through all the steps in this document. The result? A ready-to-use Obeya for you and your team!

[Discover more](#)

## Getting started with Obeya yourself

### Ensure the right expertise

To train your team in Obeya, facilitate sessions, and support other teams with their obeya (LWO Foundation, Facilitator, and Specialist).

[OUR TRAINING PROGRAMS](#)

### Space & boards:

Set up your own Obeya room and get more out of your sessions with our Leading with Obeya boards ([also available virtually](#)).

[OBEYA BOARDS](#)

### Online introduction:

Discover how Obeya can help you and your team in this free monthly Obeya Introduction Session!

[FREE OBEYA INTRO](#)

### LWO network:

Our practitioner network for coaching, support, templates, tools, videos, best practices, virtual boards, and more.

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## Need help with your Obeya journey?

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