GladiatorTraining.biz
TURNING WORKERS INTO WARRIORS

Trainer Notes

Six Thinking Hats — How to use the method during meetings

Methodology: PowerPoint Slideshow
Discussion / participation / practice

Objectives: To gain awareness and discipline so that participants use different, productive thinking styles and remain focused during meetings.

Header slide



Slide 1 **introduction**:



"Do you know anyone who is very logical and rational?

These people often deal in facts and data.
They think and act almost *without* emotion.

Additional Note:
DISC Type "C" (Blue)
Big 5 Type "C" (Conscientious)
Refer to *Personality Types*

"And do you know anyone who is very emotional, where emotion almost clouds their judgement?"

Additional Note:
DISC Type "I" (Yellow)
Big 5 potential "N" (Neurotic – overthinker)

"What about people who are great at generating different ideas? Do we have creative people in our team? Or perhaps you are one!"

"But I'm sure you each know someone who's an expert at shooting down ideas! A 'nay-sayer.' Extremely cautious.

Additional Note:
Big 5 high "N" (Neurotic – risk-averse, conservative)

"Do you knows anyone who can see the good—*the benefits*—in every idea?
Some people might be so optimistic that they can't smell danger.

"Would you agree that different people may have different thinking styles?
This can be either a blessing or a curse during a meeting …
such diversity can create balance and opportunities,
or it can turn a discussion into chaos.

"How do we avoid a meeting going off the rails?"
Trainer: Elicit "structure", "discipline", "agenda"
Refer to meetings-briefing.html

Slide 2 (2 slides) **introduction slide**
the 6 coloured hats



Steve Farrugia © 2024

Introduce the **purpose** of the Six Thinking Hats method:

"**This system encourages us to think in different styles**
(and each style is represented by a differently coloured 'hat').

"So what happens where there are only **3** or **4** people in a meeting**?**
Or maybe **10**?"

➔ "**Everyone has to wear the EVERY hat during the appropriate time.**"

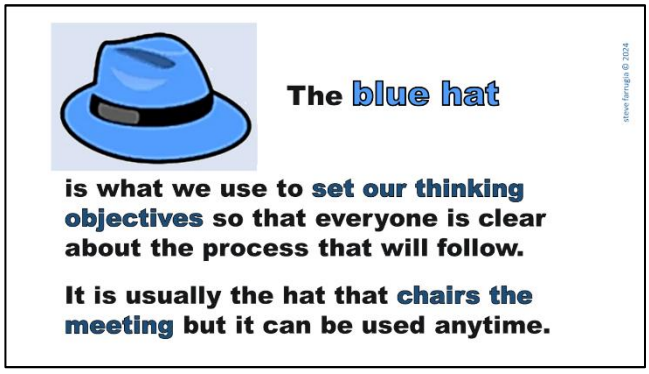
Everyone has to apply the style of thinking that a hat represents, at the same time, even if that is not their 'natural' way of thinking.

"**How do participants know which 'hat' is to be used?**"
The person chairing the meeting will explain – *next slide refers*

"***Let us take a look at what each hat stands for and how the system works.***"

Slide 3 **The Blue Hat**

(a)



- **Reminds** everyone what the meeting is about
(the objectives, what we want to achieve, or discuss, or decide upon).

- **Explains** in which order each 'style' (*thinking hat*) will be applied; the procedure that will be followed. There is no fixed rule, but there ***is*** a suggested pattern.

- **Ensures** that the correct 'thinking hat' is used – *i.e.* that there is no interference from any other different styles within the time allocated for a particular 'hat'.

Note: The person wearing the Blue hat will also wear EVERY other hat at the appropriate time. But only s/he wears the Blue hat.

Although ensuring 'hat' discipline is the job of the Chairperson, anyone present in the meeting may courteously remind colleagues in case they might not be using the appropriate hat..

Steve Farrugia © 2024

Slide 3 **The Blue Hat**

(b)



Summary

Slide 4 **The White Hat**



- **deals only with facts – with what we know to be true.**

Task:

You may show an excerpt of a video similar to the AI-related video from the Diary of a CEO podcast as if the meeting invited an 'expert' to give us facts about the topic being discussed.

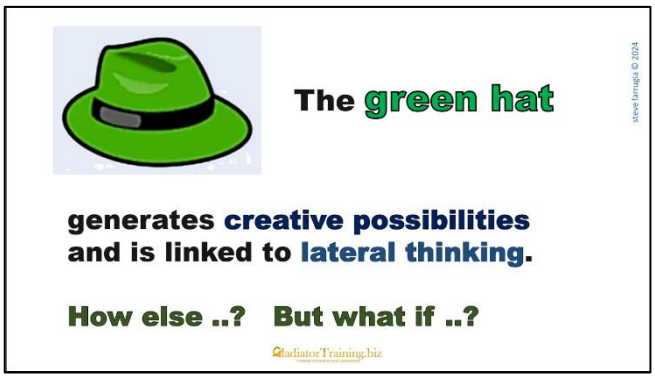
Your participants may add to the list of facts. Or argue about possible conflicting facts. Differentiate between a fact and an opinion.

Slide 5 **The Red Hat**



- **deals with each individual's feelings** about the topic – no justification is required; no judgement is made.

Slide 6 **The Green Hat**



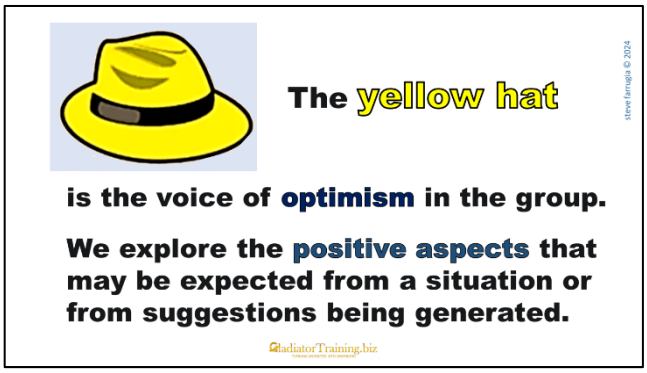
- **generates ideas and options** to be considered

  Ensure that everyone offers suggestions, innovations –do not discourage ideas that seem strange. Instead, ask for more clarification; one of those ideas could revolutionize and improve matters.

  Consider: Lateral Thinking techniques

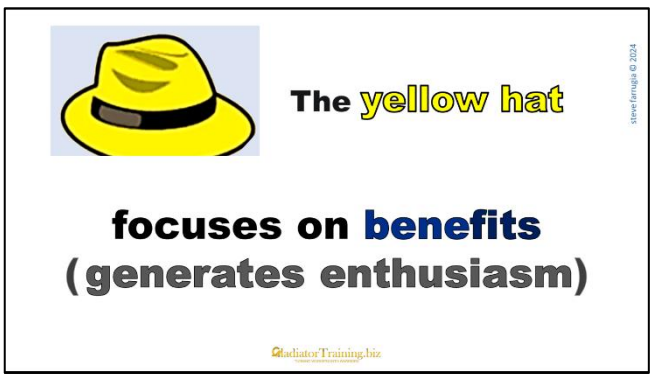
Slide 7 **The Yellow Hat**

(a)



- **explores the benefits** in each idea – ONLY advantages that may come from the idea, nothing except the positive side in this phase.

(b)



Steve Farrugia © 2024

Slide 8 **The Black Hat**

(a)



- **is the voice of caution** but without being chronically negative.

  This balances the enthusiasm of the Yellow hat and some participants in a meeting will be inclined to see the negatives more than others. Before, they had to put the optimistic hat on, while now everyone else needs to get grounded and consider risks. This can serve to identify areas which need to be worked on—not necessarily abandoned.

(b)



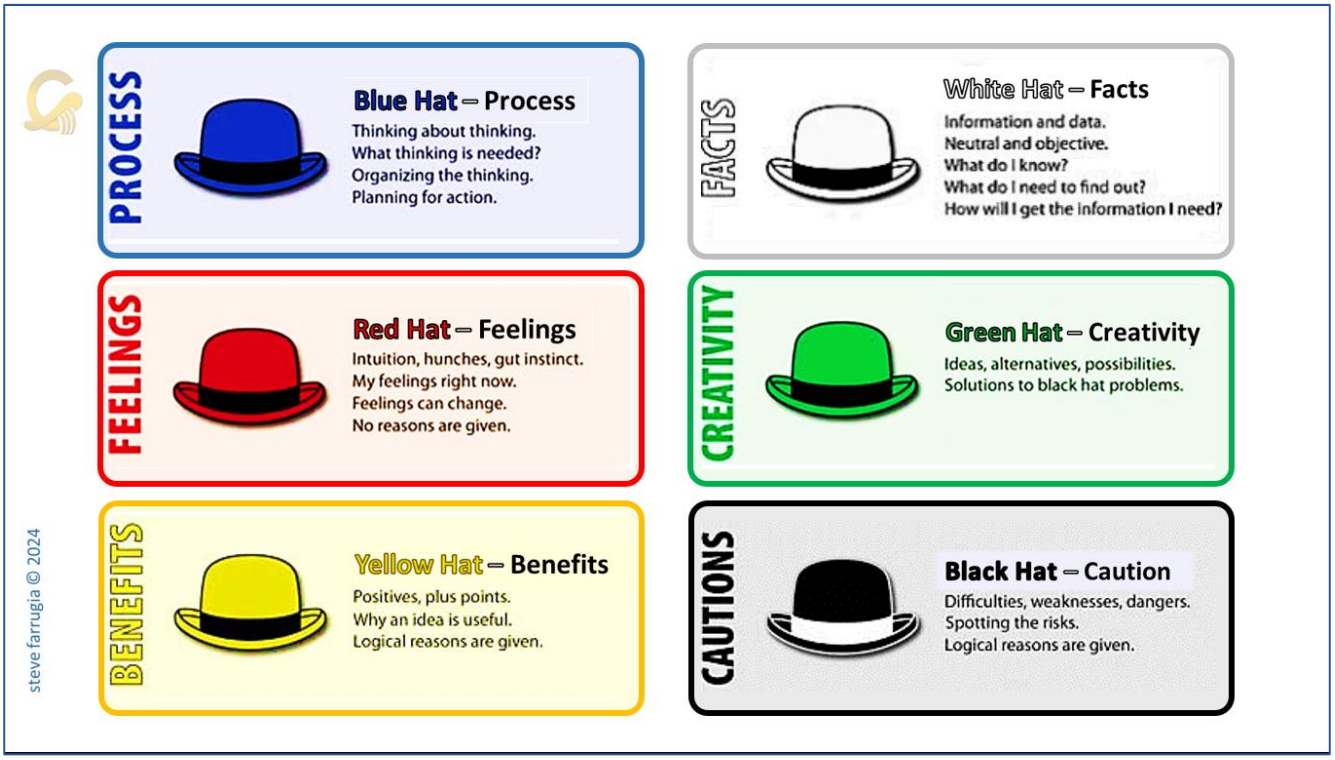
- **This is a 'stress test'** – a 'mock trial' before any form of deployment is made. This is NOT about being 'negative' but cautious.

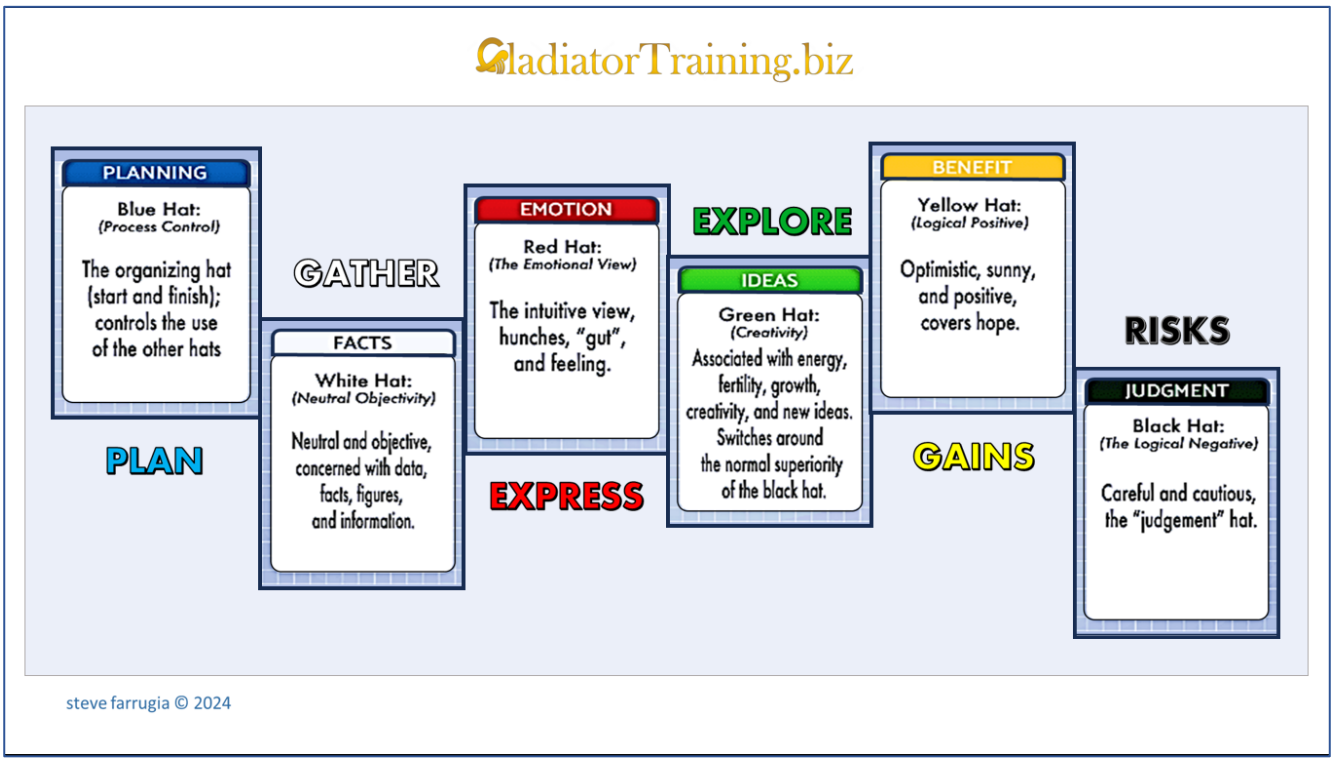
Slide 9 **The Blue Hat** *again*



- **returns at the end to summarise and wrap up** the discussion, where one or more decisions might have emerged

Slides 10 / 11 **Summary slides**





Discussion "**What do you observe about the system and about each hat** (in sequence)?"
Can you see this helping your meetings being more productive?
How would it affect people who are used to thinking in only one, fixed style?

Slide 12 **When will You apply the Method?**

Ensure you also download the Participants' brief notes.