

You may not have thought about improving your thinking skills since you finished school, yet we all talk about improving quality in other areas. Why not improve the quality of your thinking, your most precious asset?

Increase Team Effectiveness

- ◆ Increase collaboration among team members when all focus on the same thinking task
- ◆ Approach tasks holistically to solve problems more effectively

Improve Meeting Efficiency

- ◆ Focus specifically on the goals and the needed outcome of the meeting
- ◆ Identify the thinking needed to achieve the goals
- ◆ Shorten meeting times

Enhance Individual Performance

- ◆ Spot opportunities where others see only problems
- ◆ Make good decisions consistently
- ◆ Go beyond the obvious to find effective alternatives

Dr. Edward De Bono created a tool to help groups work together more effectively called Six Thinking Hats®. Using this tool, *Collaborative Thinking Workshop* introduces a simple and effective system to help you improve the quality of your thinking. You and your team members learn to separate thinking into six distinct categories. Each category is identified by its own colored, metaphorical “Thinking Hat.” By mentally wearing and switching hats, you can easily focus your thinking, the conversation, or the meeting.

In this one day workshop you will learn to identify the different categories of thinking and to call upon and use the appropriate thinking to help you achieve your goals. Participants bring a real task to the workshop to be used during the exercises. You will see immediate applicability of this thinking system to your work.

Collaborative Thinking Workshop

***“The quality of our thinking
determines the quality of our
future.”***

Edward De Bono



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AGENDA

Overview of the Six Hats

Introduce the concept of separating your thinking and how that can benefit your work.

The Hats in Detail

Define each type of thinking, what the thinking is useful for, and how to use that kind of thinking effectively. Practice each type of thinking with a business related task or problem.

Planning and Sequence

Introduce different applications for this kind of structured thinking including problem solving, creative thinking, meeting facilitation, and risk analysis. Sample sequences are provided.

Exercise

Working in small groups, participants will plan an appropriate sequence of thinking hats to address a business related task and then follow the plan to develop a solution.

Summary

Share results of the exercise. Discuss how to apply Six Thinking Hats in everyday work.

The Six Metaphorical Hats

- ◇ **WHITE HAT THINKING:** Identify the facts and data; what we know and what we need to know. Use the white hat to ensure that all know the situation and the background.
- ◇ **YELLOW HAT THINKING:** Identify the advantages, benefits, and value in a concept. Use the yellow hat to look at the positive side.
- ◇ **BLACK HAT THINKING:** Identify the potential obstacles, what could go wrong (risk analysis). Use the black hat to look for problems and danger so they don't surprise you some time in the future.
- ◇ **GREEN HAT THINKING:** Generate alternatives, possibilities, and ideas. Use the green hat to think creatively, to invent new concepts, to overcome the obstacles identified with the black hat.
- ◇ **RED HAT THINKING:** Identify feelings and intuition. Use the red hat to give participants permission to share emotions and intuition.
- ◇ **BLUE HAT THINKING:** Manage the thinking. Use the blue hat to identify the type of thinking needed at any point in time and to make decisions.