

“What systems or processes will be needed?”

- Let’s go around the room and discuss the colour options based.
- How has the reduced return rates impacted our warehousing department?
- Would there be any other changes to our workflow with a new delivery partner and will it change our logistics technology?

How to Use the Six Thinking Hats to Run Better Meetings

Six Thinking Hats is a powerful technique for looking at decision-making from different points of view. By introducing a structured parallel thinking process, it helps people to be more focused and mindfully involved in a discussion.

Brainstorm

Start brainstorming through each of the different hats.

Group

Review the responses for common themes that can be grouped.

Vote

Have people voted on the topics that they would like to discuss the most.

Share

Share the results and facilitate the discussion towards a decision.

Brainstorm

Group

Vote

Share

Facilitate the conversation (wearing the blue hat).

As an inspiration, check the following example of how to use Six Thinking Hats sequentially to resolve a problem with alternative solutions:

White Hat: Present the facts of the problem

Green Hat: Generate ideas on how the problem can be solved

Yellow Hat: Evaluate the ideas by listing their benefits

Black Hat: Evaluate the ideas by listing their drawbacks