Digital Six Hats Workshop Template

Introduction

Welcome to the Six Hats Workshop Template. This structured approach, based on Edward de Bono's Six Hats Thinking, helps teams think creatively, evaluate risks, explore opportunities, and design solutions systematically.

How to Use This Template

- Each section represents one of the Six Thinking Hats.
- Use the guiding questions in each section to explore your topic from different perspectives.
- Start by answering these four key starting questions:

1. What core values must this association embody?
2. What is the single biggest challenge your members face today?
3. How will your association stand out from all others?
4. If you had no limits, what would you do to serve members?

- Capture your team's thoughts in the text fields provided.
- Use the final section to summarise your insights and determine action steps.

White Hat: Data and Information

- What do we know?
- What data do we have?
- What are the facts?

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Red Hat: Emotions and Intuition

- How do we feel about this?
- What are our initial reactions?
- What is our gut instinct?

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Black Hat: Caution and Risks

- What are the potential problems?
- What could go wrong?
- Are there any limitations?

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Yellow Hat: Optimism and Benefits

- What are the positives?
- What value could this idea bring?
- What are the opportunities?.

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Green Hat: Creativity and Innovation

- What new ideas can we generate?
- How can we solve this problem differently?
- What bold ideas could we try?

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Blue Hat: Process Control

- What is our objective?
- What are the next steps?
- How will we measure success?

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Final Reflection and Action Plan

- **Key Insights:** What were the most important points raised?
- **Action Steps:** What actions will we take based on this discussion?
- **Responsibilities:** Who is responsible for each action?
- **Timeline:** When will each action be completed?

Facilitator Notes (Optional)

- Recommended timing: 5 minutes per hat for a quick session, 10 minutes per hat for in-depth discussion.
- Encourage all team members to contribute.
- Use the Blue Hat to keep the session on track and ensure focus.

Template Designed for Easy Use

- Print and use in team workshops.
- Use digitally in Google Docs or as a fillable PDF.
- Save and share with team members for ongoing reference.