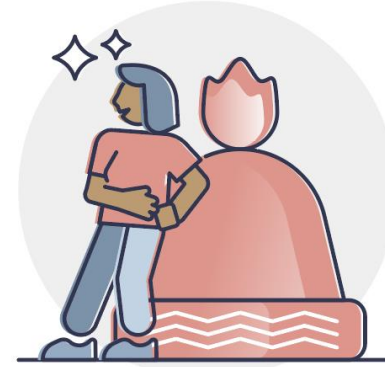
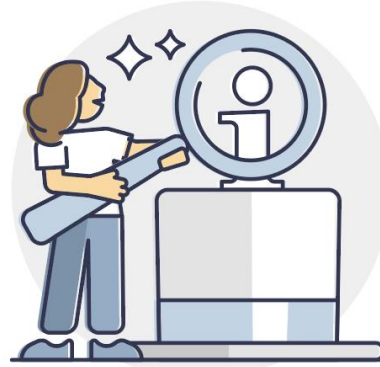


Six Thinking Hats

Meeting facilitation deck



Use one perspective at a time to guide discussion, reduce conflict, and reach a balanced decision.

Recommended 60-minute flow

Everyone wears the same hat at the same time. Capture answers on a shared board.



Frame

5 min



Facts

8 min



Feelings

5 min



Benefits

8 min



Risks

8 min



Ideas

12 min



Close

10 min

Ground rules

Guidance questions

- Stay in the current hat only.
- Use short, specific contributions.
- Do not debate during capture.
- Move unresolved points to parking lot.

Facilitator cues

Tip: Ask participants to add notes silently first, then invite brief comments. This keeps the session balanced online.

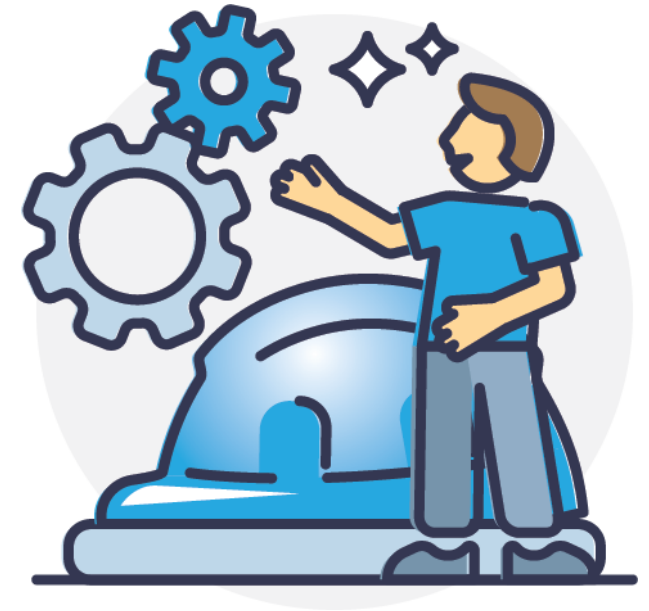
Blue Hat - Frame the session

Set the purpose, sequence, roles, and decision criteria.

Time: 5 min

Guidance questions

- What decision or problem are we addressing?
- What output do we need by the end?
- What sequence and time limits will we follow?
- Who captures notes, decisions, and actions?



Facilitator cues

State the challenge in one sentence. Confirm the online board, time boxes, and how people will contribute.

Output: clear objective + agreed process.



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White Hat - Facts and information

Focus only on evidence, data, assumptions, and gaps.

Time: 8 min

Guidance questions

- What do we know for certain?
- What data, research, or examples support this?
- What information is missing?
- Which assumptions need checking?



Facilitator cues

Separate facts from opinions. Use “known”, “unknown”, and “to verify” columns on the board.

Output: fact base + information gaps.



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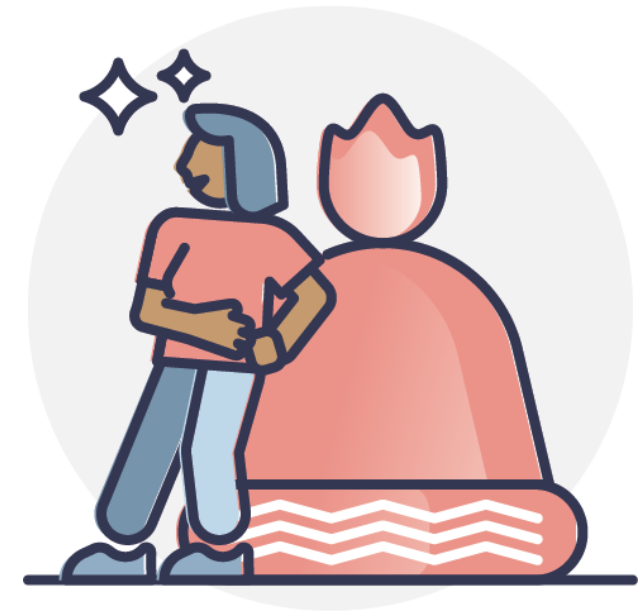
Red Hat - Feelings and intuition

Capture reactions without justification or debate.

Time: 5 min

Guidance questions

- What is your immediate gut reaction?
- What worries or excites you emotionally?
- What feels right or wrong?
- What are stakeholders likely to feel?



Facilitator cues

Ask for quick, honest reactions. Do not challenge or ask people to prove their feelings in this round.

Output: emotional signals + stakeholder sentiment.



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Yellow Hat - Benefits and value

Look for what is positive, useful, and worth pursuing.

Time: 8 min

Guidance questions

- What are the strongest benefits?
- Who gains value from this and how?
- What opportunities could this create?
- What conditions would make this work well?



Facilitator cues

Encourage evidence-backed optimism. Capture practical benefits, not vague praise.

Output: value case + success conditions.



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Black Hat - Risks and cautions

Identify weaknesses, constraints, and what could go wrong.

Time: 8 min

Guidance questions

- What are the main risks or objections?
- What could fail, delay, or become costly?
- What ethical, user, or operational issues exist?
- What must we avoid or mitigate?



Facilitator cues

Keep the tone constructive. Translate concerns into risk statements and mitigation prompts.

Output: risk list + mitigation needs.



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Green Hat - Creative options

Generate alternatives, improvements, and new possibilities.

Time: 12 min

Guidance questions

- What other options could solve this?
- How could we improve or combine ideas?
- What would we try if constraints were lighter?
- What small experiment could test this quickly?



Facilitator cues

Use silent brainstorming first. Quantity before quality. Build on ideas with “Yes, and...” rather than judging.

Output: options + experiments.

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Blue Hat - Close and decide

Synthesize the discussion and agree next steps.

Time: 10 min

Guidance questions

- What have we learned across the hats?
- Which option or direction is strongest?
- What decision, action, or experiment will we commit to?
- Who owns each next step and by when?



Facilitator cues

Summarize the board. Confirm decisions aloud. Record owners, deadlines, and follow-up communication.

Output: decision + action plan.



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Action plan template

Use this final slide to capture commitments before closing the meeting.

Decision	Owner	Next step	Due date

Close the loop Send a short summary after the session: decision, rationale, action owners, and open questions.



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