

Six Thinking Hats One Day Workshop Agenda

9:00 – 10:00 am:	Icebreaker Introduction, pages 2 - 15
10:00 – 10:30 am:	The Blue Hat, pages 16 - 18
10:30 – 10:45 am:	Break
10:45 – 11:00 am:	The White Hat, pages 19 - 20
11:00 – 11:20 am:	The Red Hat, pages 21 - 23
11:20 – 11:40 am:	The Yellow Hat, pages 24 - 25
11:40 – 12:00 pm:	The Black Hat, pages 26 - 27
12:00 – 12:30 pm:	The Green Hat, pages 28 - 30
12:30 – 1:30 pm:	Lunch
1:30 – 1:50 pm:	Assign a hat to each table group to teach in a fun way via skits, poems, songs (10 minutes to prepare, 10 to present)
1:50 – 2:00 pm:	Sampling the Hats, page 31
2:00 – 2:10 pm:	Single Use, page 32
2:10 – 2:40 pm:	Sequencing, pages 33 - 43
2:40 – 3:00 pm:	Individual use (revisit morning issue, 2 minutes per hat) Sequence personal issue, pages 44-49
3:00 – 3:15 pm:	Break
3:15 – 3:30 pm:	Conversational Use, Meeting Use, Sequence an Upcoming Meeting, pages 50 - 56
3:30 – 4:15 pm:	Expansion of the Green Hat, Idea Generation, Concept Extraction, Random Word, pages 57 - 65
4:15 – 4:30 pm:	Wrap-up, Share answers to questions on page 66 Refer to Tips and Templates
4:30 pm:	Adjourn

Six Thinking Hats One and 1/2 Day Workshop Agenda

Day 1

Similar to One Day Agenda (see above) on previous page, except after the wrap-up for the first day, assign homework: Think of the most difficult question you could ask about the concepts we covered today. Bring the question with you tomorrow.

Day Two

9:00 – 9:15 am:	Warm-up activity
9:15 – 9:45 am:	Q & A with homework questions. Ask participants to write their questions on 3x5 cards, collect, then redistribute. Have them read the question they received and answer it. Let the group clarify and expand, interrupt only if essential.
9:45 – 10:15 am:	First Practice Meeting Divide into small groups, choose a Blue Hat wearer, provide a focus and sequence using only hats, conduct the meeting.
10:15 – 10:30 am:	Debrief meeting.
10:30 – 10:45 am:	Break
10:45 – 11:15 am:	Second Practice Meeting Divide into small groups, choose a Blue Hat wearer, provide a focus and sequence using hats and inserting a Lateral tool under green hat, conduct the meeting.
11:15 – 11:30 am:	Debrief meeting.
11:30 – 12:00 pm:	Debrief the workshop. Wrap up and adjourn.



Six Thinking Hats Full-Course Workshop Agenda

Day 1 (Short Course manual)

- 9:00 – 10:00 am: Icebreaker to have participants mingle and feel comfortable (Approximately 15 minutes)
Introduction, pages 2 - 15
- 10:00 – 10:30 am: The Blue Hat, pages 16 - 18
- 10:30 – 10:45 am: Break
- 10:45 – 11:00 am: The White Hat, pages 19 - 20
- 11:00 – 11:20 am: The Red Hat, pages 21 - 23
- 11:20 – 11:40 am: The Yellow Hat, pages 24 - 25
- 11:40 – 12:00 pm: The Black Hat, pages 26 - 27
- 12:00 – 12:30 pm: The Green Hat, pages 28 - 30
- 12:30 – 1:30 pm: Lunch
- 1:30 – 1:50 pm: Assign a hat to each table group to teach in a fun way via skits, poems, songs (10 minutes to prepare, 10 to present)
- 1:50 – 2:00 pm: Sampling the Hats, page 31
- 2:00 – 2:10 pm: Single Use, page 32
- 2:10 – 2:40 pm: Sequencing, pages 33 - 43
- 2:40 – 3:00 pm: Individual use (revisit morning issue, 2 minutes per hat) Sequence personal issue, pages 44-49
- 3:00 – 3:15 pm: Break
- 3:15 – 3:30 pm: Conversational Use, Meeting Use, Sequence an Upcoming Meeting, pages 50 - 56
- 3:30 – 4:15 pm: Expansion of the Green Hat, Idea Generation, Concept Extraction, Random Word, pages 57 - 65
- 4:15 – 4:30 pm: Wrap-up, Share answers to questions on page 66 Refer to Tips and Templates
Assign homework: look through the Six Hats in Detail manual “Introduction”
- 4:30 pm: Adjourn

Day 2 (Six Hats Full Course (In Detail) manual)

- 9:00 – 9:15 am: Introduction, pages 5 - 8
- 9:15 – 10:30 am: The Blue Hat, pages 9 - 20
- 10:30 - 10:45 am: Break
- 10:45 - 11:30 am: The White Hat, pages 21 - 26
- 11:30 - 12:30 pm: The Red Hat, pages 27 - 34
- 12:30 - 1:30 pm: Lunch
- 1:30 - 2:00 pm: The Yellow Hat, pages 35 - 42
- 2:00 - 2:30 pm: The Black Hat, pages 43 - 51
- 2:30 - 3:00 pm: The Green Hat, pages 53 - 59
- 3:00 - 3:15 pm: Break
- 3:15 - 3:30 pm: The Green Hat, page 60
- 3:30 - 4:15 pm: Further Practice, pages 61 - 86
- 4:15 - 4:30 pm: Ending the Six Hats Full Course
- 4:30 pm: Adjourn