

SKILL 4 – SIX HATS TECHNIQUE**1) DESCRIPTION OF THE TOOL**

It is a communication tool used to facilitate the resolution or analysis of problems from different points of view or perspectives and encourage creativity. It is a frame of reference for thinking that can incorporate lateral thinking. When a problem appears or we try to make a decision, each hat will offer us a premise, a vision, a concrete point of view.

2) OBJECTIVES OF THE TOOL

It is a method that allows us to think more effectively. The six hats represent six ways of thinking and should be considered as directions of thought rather than labels for thinking, that is, hats are used proactively and not reactively.

3) CONNECTION OF THE TOOL WITH THE SKILL

The use of this technique encourages parallel thinking, encourages thinking in all its breadth, separates ego from performance and increases creativity.

It is easy to learn and use and has an immediate appeal. The visualization of hats and colours helps.

4) RESOURCE MATERIALS

There are six imaginary hats, each one of a different colour. At any time a thinker may choose to wear one of the hats or he may be asked to take it off. Everyone in the meeting can wear a hat of a particular colour for a period of time at a certain time. The hats involve the participants in a kind of mental role play.

- Each hat represents the need to visualize the problem from different angles. The most interesting of all is that the person, the student, recognizes deficiencies in the way we face, we face a problem (usually in a linear, inductive, logical, vertical, analytical, formal and structured in phases) and rectifies it.
- Each of these hats corresponds to a partial moment of the complex process that creative thinking follows in the search for solutions. No hat has much meaning by itself, but each one is related to the

others.

5) HOW TO APPLY THE SKILL

The method is simple.

The purpose of the hats is to simplify the development of thought, using different ways of thinking in an alternative way, instead of trying to do everything at once. The greatest enemy of thought is complexity, which inevitably leads to confusion.

- White Hat: with this thought we must focus on the available data. See the information we have and learn from it.
- Red Hat: with him we observe the problems using intuition, feelings and emotions. The participant exposes their feelings without having to justify them.
- Black Hat: making use of this hat we will start the thought of the trial and the caution, showing the negative aspects of the treated topic.
- Yellow Hat: with this hat we will think positively, it will help us to see why something will work and why it will offer benefits.
- Green Hat: this is the hat of creativity. Some of the existing techniques to develop creativity can be used at this time.
- Blue Hat: it is the hat of the control and the management of the thought process. It summarizes what has been said and reaches conclusions. "

This technique can be used individually or in groups and the order of placement of the hats can be different from the one exposed.

6) WHAT TO LEARN

It escapes arguments for and against and allows participants to collaborate in a constructive exploration.

- Give time available for deliberate creative effort. You can ask for "three minutes of green hat thinking".
- It allows the legitimate expression of feelings and intuitions in a meeting - without justifications or apologies. "This is what I feel".
- It provides a simple and direct way to commute the thought without offending. "How about a little yellow hat thinking on this point?"
- It requires that all thinkers be able to use each of the hats instead of being locked in only one type of thought.
- Separate the ego from performance in thinking. It frees the capable minds to be able to examine a subject more completely.
- It provides a practical method of thinking to use different aspects of thinking in the best possible sequence.

It makes the meetings much more productive and creative.

