

ACTIVITY SHEET 6

SIX HATS REFLECTION

PURPOSE

This activity sheet is designed for you to lead a discussion with your team to consider what issues raised by the *Fire Note* should be taken forward by your team.

OUTCOME

Leading this discussion will enable consideration and agreement on:

- 'What' i.e. the key issues raised by the *Fire Note*.
- 'So what' i.e. which of these are applicable to the team?
- 'Now what' i.e. what could be achieved by the team in the future.

SUITABILITY OF ACTIVITY

This activity can act as a prompt or lead in for a planning session that relates to the *Fire Note* topic. It could also be used as a knowledge or team development activity during a regular team meeting. You'll need to judge how long you'd like to spend on the activity. It can take anywhere from 20 minutes to 90 minutes depending on the depth you go into and the follow-up actions identified.

Team leaders should also consider using this as a training and development tool for new staff to get them familiar with recent research and its potential applicability.

INSTRUCTIONS

1. Get each member of the team to read the *Fire Note* that you've selected. Give them 5-10 minutes of quiet time to do this.
2. As people finish reading (some will be faster than others) get them to write down three issues that stood out to them from the *Fire Note*.
3. Once everyone has completed reading the sheet, lead them through the Six Hats exercise (see attached). Each person should complete this on their own without discussion. Let participants know they'll have about 90 seconds to answer each question. This focuses on the real top of mind issues, rather than peripheral ones.
4. Read out the first question. Allow about 90 seconds for completion. When you can see that most people are finished, move on to the second question on so on. Make sure there is no chatting or side conversations going on.
5. Once everyone has completed their sheet, go around the group to get their answers. To increase participation it may be best to get one answer from each participant. i.e. ask Jan about her answer to question 1, then seek responses from others. Then ask for Alex's response to question 2, then seek responses from others. Continue with this approach until the group has discussed each question.
6. With the information generated, identify which area you'd like to explore further with the team. Choosing from either of the opportunities, threats or vision sections will give you plenty to go on with.
7. For example you could use the opportunities and threats sections to develop strategies with the team.
8. Do this by getting the team to agree on the top three opportunities and the top three threats.
9. Then divide into two groups. Group A's task is to identify three strategies for each opportunity. Group B's task is to identify three strategies for each threat. The attached templates can be used to assist this.
10. Get both groups to report back and agree on responsibilities for implementing the strategies.
11. Finish up by summarising the issues raised and the ideas for the future. Get these written up and have a copy for each member of the team within the coming week.

***FIRE NOTE* TITLE**

Question 1

What are your feelings about the issues raised by this *Fire Note*?

Feelings (red hat)

Heart & gut

Question 2

What do you think are the key issues that we'll need to cover?

The facts (white hat)

The things you know

Question 3

Based on the *Fire Note*, what do you think are the strengths and opportunities for this team?

The positives (yellow hat)

Bright & optimistic

Strengths

Opportunities

Question 4

Based on the *Fire Note*, what do you think are the weaknesses and threats for this team?

The negatives (black hat)

Being negative is good

Weaknesses

Threats

Question 5

What do you think could be achieved by this team?

Creativity (green hat)

Wild & out-there thinking

Question 6

Based on the issues raised, what should we be aiming to achieve?

Organising (blue hat)

Re-read your answers to organise your thinking

OPPORTUNITIES AND THREATS

Based on the issues raised by the *Fire Note*, these are the top three opportunities and threats that that we could take advantage of in the future.

Opportunity 1

Opportunity 2

Opportunity 3

Threat 1

Threat 2

Threat 3

GROUP A - STRATEGIES TO TAKE ADVANTAGE OF THE OPPORTUNITIES

Opportunity	Strategies
1	a b c
2	a b c
3	a b c

GROUP B - STRATEGIES TO ADDRESS THE THREATS

Threat	Strategies
1	a b c
2	a b c
3	a b c