

# SOME METHODS TO GENERATE ACTIONS



# EXERCISE



WHAT TOOLS AND PROCESSES HAVE YOU USED TO GENERATE ACTIONS?





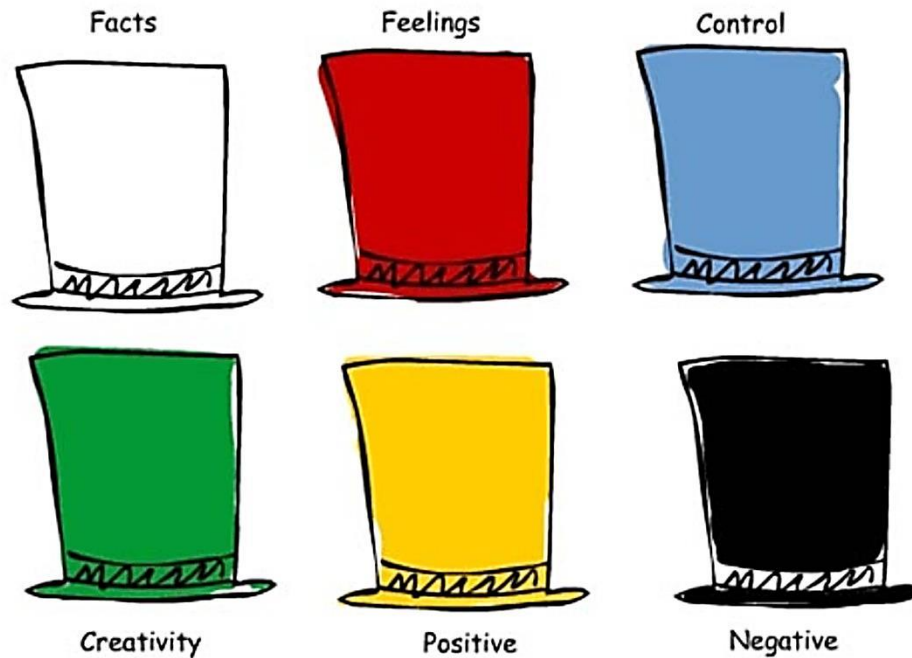
# SOME METHODS TO GENERATE ACTIONS

- Negative brainstorming
- Exploring walks
- Lego
- Stop-Start-Continue
- Brainstorming
- Quietstorming
- De bono / six thinking hats
- Implementation labs
- Future/back-casting
- Forecasting
- Hackathon, Hackdays
- Idea factory + boxes
- OPERA











# DE BONO THINKING HATS



Dr. de Bono's Six Thinking Hats

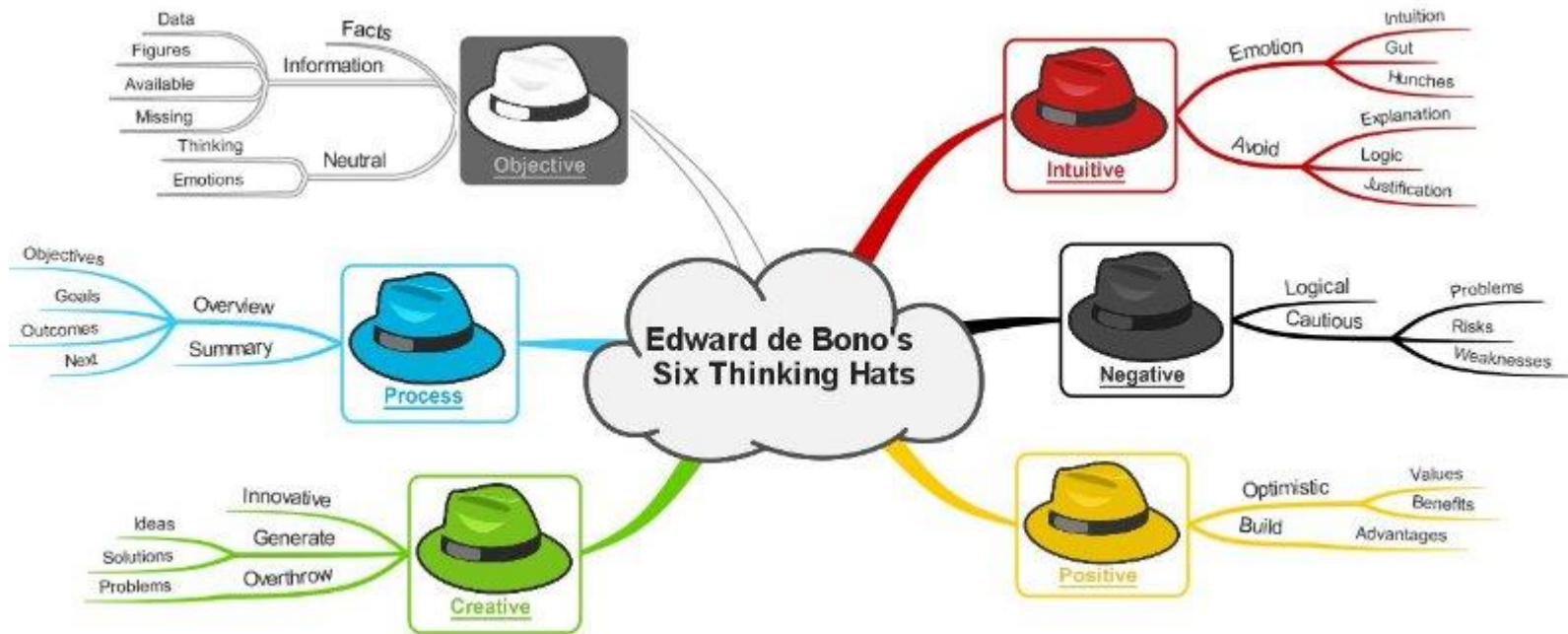


# DE BONO THINKING HATS

COLOURED HAT	THINK OF	DETAILED DESCRIPTION
	<b>White paper</b>	The white hat is about data and information. It is used to record information that is currently available and to identify further information that may be needed.
	<b>Fire and warmth</b>	The red hat is associated with feelings, intuition, and emotion. The red hat allows people to put forward feelings without justification or prejudice.
	<b>Sunshine</b>	The yellow hat is for a positive view of things. It looks for benefits in a situation. This hat encourages a positive view even in people who are always critical.
	<b>A stern judge</b>	The black hat relates to caution. It is used for critical judgement. Sometimes it is easy to overuse the black hat.
	<b>Vegetation and rich growth</b>	The green hat is for creative thinking and generating new ideas. This is your creative thinking cap.
	<b>The sky and overview</b>	The blue hat is about process control. It is used for thinking about thinking. The blue hat asks for summaries, conclusions and decisions.



# DE BONO THINKING HATS





# DE BONO THINKING HATS

White Hat: With this thinking hat, you gather all of the information that you possibly can about your subject matter.

Look at the information you have, and see what you can learn from it.

Look for gaps in your knowledge, and either try to fill them or take account of them.

## WHITE HAT THINKING— FACTS

- INFORMATION AND DATA
- NEUTRAL AND OBJECTIVE
- WHAT DO I KNOW?
- WHAT DO I NEED TO FIND OUT?
- HOW WILL I GET THE INFORMATION I NEED?

TO BEGIN THE EXERCISE, GATHER ALL OF THE INFORMATION SURROUNDING YOUR PROBLEM AND FOCUS ON THE FACTS. STUDY THE DATA THAT IS AVAILABLE AND SEE WHAT YOU CAN LEARN FROM IT. DO YOU NEED ANY ADDITIONAL INFORMATION? IF SO, ATTEMPT TO FIND IT OR TAKE ACCOUNT OF IT. IT'S IMPORTANT TO REMAIN NEUTRAL AND OBJECTIVE DURING THIS STAGE.





# DE BONO THINKING HATS

## RED HAT THINKING — FEELINGS

Red Hat: Wearing the red hat, you look at the decision using intuition, gut reaction, and emotion.

Ask: “What do I feel I should do?”; “What are my emotions telling me to do?”; and “What does my intuition say about this?” You can also ask yourself what the emotional reaction of others will be if you make the choice that you’re contemplating.

INTUITION, HUNCHES, GUT INSTINCT  
MY FEELINGS RIGHT NOW.  
FEELINGS CAN CHANGE.  
NO REASONS ARE GIVEN.

GOOD IDEAS CAN STEM FROM GUT INSTINCTS, SO FOR THE NEXT STAGE LOOK AT YOUR PROBLEM USING FEELINGS AND INTUITION. DON'T WORRY ABOUT JUSTIFYING THE WAY YOU FEEL TOWARDS THE PROBLEM, JUST BE AWARE OF YOUR IMMEDIATE PERSONAL HUNCHES, AS WELL AS HOW OTHERS WILL REACT TO THEM.







# DE BONO THINKING HATS

Black Hat: Look at things pessimistically, thinking of everything that could go wrong.

Try to see why ideas and approaches might not work. This highlights weaknesses in possible courses of action that need to be addressed. It allows you to eliminate them, alter your approach, or prepare contingency plans in case problems should arise..

## BLACK HAT THINKING – CAUTIONS

DIFFICULTIES, WEAKNESSES, DANGERS  
LOGICAL REASONS ARE GIVEN.

SPOTTING THE RISKS

FOR THIS STAGE, LOOK AT THE NEGATIVE ASPECTS OF A POTENTIAL SOLUTION. THINK ABOUT WHY IT MIGHT NOT WORK, AND POINT OUT ANY POSSIBLE PROBLEMS. HIGHLIGHTING THE RISKS AND WEAKNESSES OF THE SOLUTION WILL HELP YOU DECIDE WHETHER TO SIMPLY AMEND IT OR DISREGARD IT, WHICH WILL LEAD TO A STRONGER SOLUTION FOR YOUR PROBLEM IN THE LONG RUN.





# DE BONO THINKING HATS

Yellow Hat: When wearing the yellow hat you should think positively.

It is the optimistic viewpoint that helps you to see all the benefits of the decision and the value in it, and spot the opportunities that arise from it.

## YELLOW HAT THINKING— BENEFITS

POSITIVES, PLUS POINTS

LOGICAL REASONS ARE GIVEN.

WHY AN IDEA IS USEFUL

DURING THIS STAGE, THINK POSITIVELY AND FOCUS ON THE VALUES AND BENEFITS OF THE POSSIBLE SOLUTION. THINK ABOUT HOW YOU CAN BUILD ON ITS ADVANTAGES AND EXPLORE WHY IT WOULD WORK. ADDING A LITTLE OPTIMISM IS ESPECIALLY HELPFUL WHEN THINGS ARE LOOKING A BIT DISAPPOINTING.





# DE BONO THINKING HATS

Green Hat: The Green Hat stands for creativity.

This is where you can develop creative solutions to the problem you're facing.

There's a whole range of creativity tools you can use while you're wearing this hat.

## GREEN HAT THINKING – CREATIVITY

IDEAS, ALTERNATIVE, POSSIBILITIES

PROVOCATION – "PO"

SOLUTIONS TO BLACK HAT PROBLEMS

THIS IS THE STAGE WHERE YOU SEEK FRESH, CREATIVE SOLUTIONS TO THE PROBLEM (AND MIND MAPPING REALLY COMES INTO ITS OWN). TAKE THE OUTPUT OF THE OTHER STAGES AND USE IT TO TRIGGER NEW POSSIBILITIES AND IDEAS; OVERTHROW BLACK HAT PROBLEMS AND BUILD ON THE BENEFICIAL ASPECTS RECOGNISED IN THE YELLOW HAT STAGE.





# DE BONO THINKING HATS

Blue Hat: The Blue Hat stands for process control.

When you're wearing this hat you make sure that you gave adequate time and attention to each of the thinking styles represented by the other five hats. In addition, you should sum up everything that you learned while wearing the other hats, and come to a decision..

## BLUE HAT THINKING— PROCESS

THINKING ABOUT THINKING  
WHAT THINKING IS NEEDED?  
ORGANIZING THE THINKING  
PLANNING FOR ACTION

FOCUS ON THE THINKING PROCESS ITSELF DURING THIS STAGE. DETERMINE WHAT THINKING IS NEEDED TO PROGRESS; IF YOU'RE STRUGGLING TO GENERATE IDEAS, AIM YOUR ATTENTION TOWARDS GREEN HAT THINKING. IF A CONTINGENCY PLAN IS NEEDED, TARGET BLACK HAT THINKING. CREATE A SUMMARY TO ROUND THINGS OFF.





# DE BONO THINKING HATS

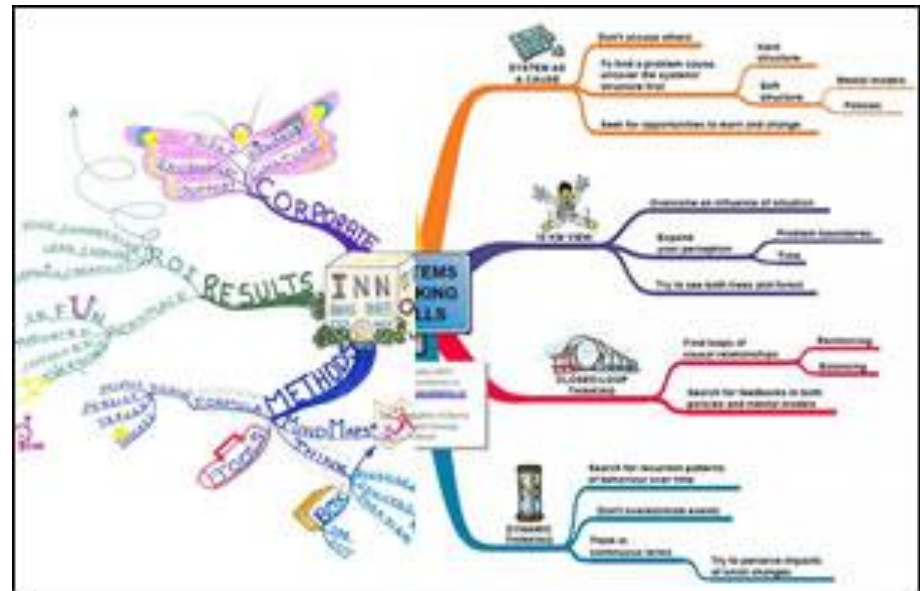
HINT: FOR BIGGER PROBLEMS, YOU MIGHT WANT TO CREATE A MIND MAP FOR EACH THINKING HAT.

The great thing about the Six Thinking Hats technique is that it triggers your mind into action, forcing it to think differently and consider ideas outside of your norm. Combined with the associative nature of Mind Mapping, you'll have an abundance of information to build on for the best possible solution for your problem.



# MINDMAPPING FREE SOFTWARE

FREEMIND  
BUBBLE.US  
MIND42  
WISEMAPPING  
XMIND





# START — STOP — CONTINUE

START	STOP	CONTINUE
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# START – STOP – CONTINUE

## Start

*“What should we start doing?”*

*List ideas/items that:*

- *The group is not doing, but think they should be*
- *New ideas that have come up or not been considered before*
- *Ideas to address new situations or factors that may not have existed at the beginning of a project or task*

## Stop

*What should we stop doing?”*

*List ideas/items that:*

- *Are not working for the team*
- *Are not having the desired outcome*
- *May have proved to be impractical*
- *The team just plain dislikes*

## Continue

*What should we continue doing?”*

*List ideas/items that:*

- *Are working well and the team wants to keep*
- *The team likes and thinks are successful*
- *May be pieces of processes that the team wants to “stop” – keeps team from “throwing the baby out with the bath water”*





# IDEA GENERATION



# USEFUL RESOURCES



- Community Toolbox <http://ctb.ku.edu/en>
- Dave Gray – Sunni Brown – James Macauliffe: GAMESTORMING – A Playbook for Innovators, Rulebreakers, and Changemakers
- Systemic Toolbook-
- Mindtools- [www.mindtools.com](http://www.mindtools.com)
- Nesta toolkit <http://diytoolkit.org/>

