

# WORKSHOP GUIDELINES

-  **Rank has no privileges;** everyone's ideas are valuable and will be respected.
-  **No sacred cows;** by challenging, candid, constructive and creative.
-  **Focus on issues;** ideas, problems and opportunities, rather than the participants.
-  **Silence is not golden;** listen, communicate and contribute ideas.
-  **Work as a Team;** the end result will be neither one person's idea nor a compromise, but an integration that belongs to all.

# **3 Reasons People Resist Change**

- 1. TAKES US OUTSIDE OUR COMFORT ZONE.**
- 2. FEAR OF LOSS**
- 3. FEAR WE MUST MAKE THE CHANGES ALONE!**

# Hat Collection

**WHITE**



**The information base**

**GREEN**



**Alternatives,  
suggestions, ideas**

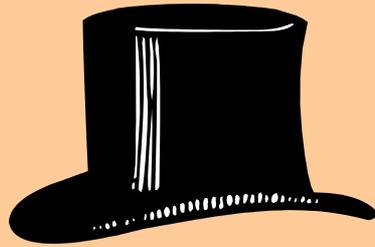
**YELLOW**



**Feasibility, benefits,  
values of ideas**

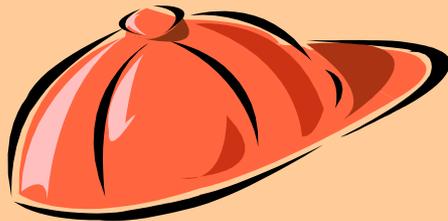
# Hat Collection

**BLACK**



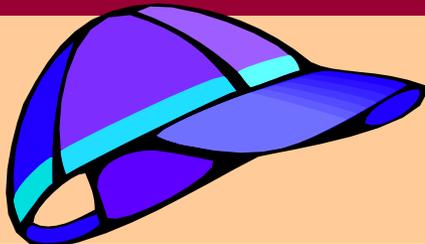
**Difficulties, dangers, problems, points of caution**

**RED**



**Intuition, feeling about the ideas**

**BLUE**



**Conclusion - Actions**

# Six Hats Samples



1. Jesters are employed in all offices to make people laugh.
2. A working week of four 10-hour days is introduced.
3. People are able to live to 150 years old.
4. Personal computers make all our decisions.

# **KEY QUESTIONS**

**Where are we now?**

**Where do we want to go?**

**How are we going to get there?**

**WHITE**



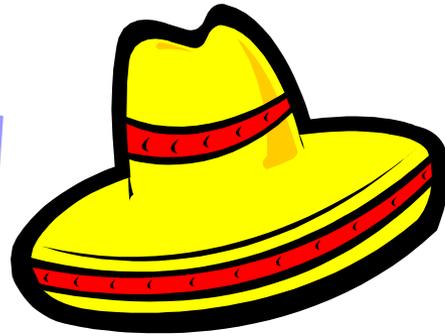
**Facts**

**GREEN**



**Ideas,  
changes,  
creativity**

**YELLOW**



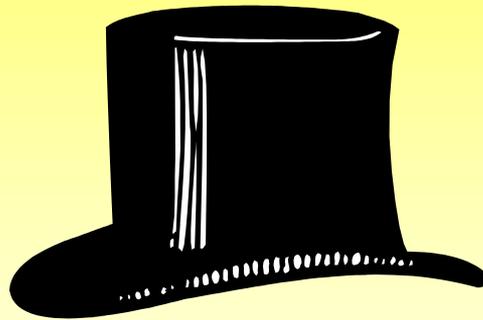
**Benefits,  
outcomes**

**RED**



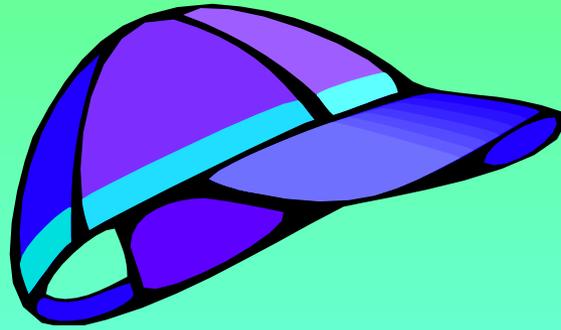
**Feelings,  
emotions,  
instincts**

**BLACK**



**Dangers,  
obstacles,  
constraints**

**BLUE**



**conclusions,  
Action Plans,  
commitments**