**The Step by Step Process to completing and uploading this assessment**

*Make sure you finish the Topic before attempting the template assessment.*

**Step 1** – Complete the template below and save in a safe place on your computer, taking care to complete all the blank spaces

*There will be multiple templates to complete as part of this Module. Once you have completed all the templates – you are ready to submit.*

**Step 2** – Enter the Submit Your Templates area of the Module.



**Step 3** – Scroll to the bottom of the page and click the ***Add Submission*** button

**Step 4** – Again scroll to the bottom of the page and *‘drag and drop’* your files into the box



**Step 5** – Once the files are uploaded, click ***Save Changes***

**Step 6** – If you are ready to submit click ***Submit Assignment***

**Step 7** – Click ***Continue*** – this will send your document for grading and you will not be able to make further changes.

**Building Effective And Innovative Teams**

**Edward De Bono’s Six Hats**

Utilising De Bono’s Six Hats; select a work situation that could benefit from a more creative and innovative approach. **Now step through each of the hats including a final outcome.**

|  |
| --- |
| **Work Situation:** Acting in your Manager’s Role |
| **Blue Hat**Process |  |
| **White Hat**Facts |  |
| **Red Hat**Feelings |  |
| **Black Hat**Caution |  |
| **Yellow Hat**Optimistic |  |
| **Green Hat**New Ideas |  |
| **Blue Hat** What will we do next? What decision have we concluded? |