



## THINK ON YOUR FEET®

The internationally acclaimed workshop that trains you to organise your ideas FAST!

The ability to analyse, organise and present ideas clearly, concisely and memorably are core skills for today's executives.

These skills enable you to engage with audiences, build your credibility and win support for your ideas.

**Think on Your Feet®** provides the tools and confidence to:

- ✓ Organise ideas and thoughts quickly
- ✓ Make a positive impact and be more persuasive
- ✓ Handle tough questions even under pressure.

The skills apply equally in large formal presentations, small group meeting, and informal one-to-one discussions whether with top management, team members or external counterparts.

### Clarity • Brevity • Impact

#### Clear Thinking for Clear Speaking

The emphasis on *structured thinking* differentiates Think on your Feet® from typical presentation skills training programmes. Participants learn to structure ideas quickly for impact, and to avoid overloading the listener with unnecessary detail.

With the fluency practice in the workshop, participants develop the ability to give articulate, well-structured presentations 'on the spot' with little or no preparation time.

#### Workshop Objectives

Participants learn to:

- Structure & present ideas using clear formats
- Lead people to see different perspectives on an issue
- Diffuse potentially hostile situations effectively
- Answer questions confidently in the moment.

#### Contents

- Clear thinking is clear speaking
  - The value of structure
  - Speaking with brevity

- Plans to structure your ideas
  - Informing plans (clock, globe, triangle)
  - Standard format
  - Persuasive plans (zoom, pendulum, benefits)
- Handling difficult situations
  - Bridging techniques to acknowledge, clarify and confirm
  - Addressing listeners' concerns
  - Handling tough questions

#### Participant Feedback

*"A real delight. I am already benefiting from the learning. It is definitely a course that I would like my team to take."*

*"The feedback from the participants was very positive; many commented on how inspiring and fun the session was."*

*"These skills will maximize my chance of getting my ideas accepted when presenting to senior management."*

*"Think on Your Feet® is still as fresh in my mind today as the day after the training. Participants throughout our firm tell me the same is true for them. The program's distinctive competence is built around three equally important facets – structure, simplicity, and creativity."*