



THINK ON YOUR FEET® – TWO DAY WORKSHOP

Program Overview

Getting your ideas across to others is critical to most roles in business. Sometimes we communicate in a formal presentation but the great majority of the time we communicate informally, without preparation: over the phone; via email; in meetings or following formal presentations.

This program teaches participants the 'capsules of persuasion' to structure ideas on the spot. As a result, participants can speak spontaneously and coherently, and cope with challenging questions, whenever they need to 'think on your feet'.

At the conclusion of this workshop, participants will be able to:

- Build more confidence in handling information communication
- Develop the ability to get your ideas across without the need for notes
- Structure ideas clearly and simply, with increased impact – even under pressure
- Identify new strategies for clarifying, reframing and responding to questions

Workshop Outline

- Getting to the point and being remembered
- Presenting ideas with speed and clarity
- Fall-back techniques when caught off guard
- Handling tough questions
- Using visual pegs as your structure
- Dividing information into facets, aspects or perspectives
- Bridging from question to answer
- Expanding or focusing your listener's perspective
- Moving two opposite viewpoints to a middle ground
- Selling the benefits of ideas, products and services
- Illustrating your ideas and telling memorable stories

Program Components

Two-day workshop, large group discussions, individual work and reflection, small group discussions/exercises, case studies and simulations for role-play.