



Think on Your Feet®

The internationally acclaimed workshop that trains you to think on your feet

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Think on Your Feet® Training Course Outline

Learning Outcomes

Think On Your Feet is a unique Presentation course that will teach participants how to:

- Speak with Brevity, Clarity and persuasively
- Get to the Point & Be Remembered
- Use Handy Fall-Back Techniques when you're caught off guard
- Present their ideas effectively
- Handle Questions Quickly, Clearly and Persuasively
- Using "visual" pegs as their structure
- Avoid Common Communication Traps
- Divide Information into Facets, Aspects or Perspectives
- Bridge from Question to Answer
- Move two opposing viewpoints to a middle ground
- Sell the benefits of their products, ideas, services
- Fleshing out their ideas

Think on Your Feet foreword

The ability to Think on Your Feet® is now a core skill. It means getting your ideas across clearly, concisely, persuasively (and being remembered). Everyone wants you to get to the point. Quickly. Think on Your Feet® introduces the "capsules-of-persuasion" concept – 10 plans that structure your ideas quickly, for impact.

Course Length: 2-days

Think on Your Feet Training Course - Lesson 1 **Getting to the Point & Being Remembered**

- Techniques to package persuasion
- Structuring ideas simply and clearly
- Speaking in different situations:
 - ➔ one-on-one, on the phone, in meetings, informal presentations

Think on Your Feet Training Course - Lesson 2 **Presenting your ideas**

- Using three-part plans to display analysis
- Helping your listener to understand by placing your ideas into a simple, unifying structure
- Relying on structured reasoning to answer questions quickly

Think on Your Feet Training Course - Lesson 3 **Using Handy Fall-Back Techniques when you're caught off guard**

- Making sense out of a mass of facts
- Explaining step-by-step processes clearly

Think on Your Feet Training Course - Lesson 4 **Handling Questions Quickly, Clearly and Persuasively**

- Following the "Rule of Threes"
- Creating logical pegs to hang your thoughts one
- Announcing & Recapping

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Think on Your Feet Training Course - Lesson 5

Using "visual" pegs as your structure

- Achieving impact
- Supporting large and complex topics
- Adding depth to your message

Think on Your Feet Training Course - Lesson 6

Avoiding Common Communication Traps

- Keeping on Track
- Avoiding information overload
- Addressing your listener's core concerns

Think on Your Feet Training Course - Lesson 7

Dividing Information into Facets, Aspects or Perspectives

- Achieving objectivity
- Expressing Thoughtfulness
- Addressing issues from different viewpoints

Think on Your Feet Training Course - Lesson 8

Bridging from Question to Answer

- Buying time
- Answering the right question
- Handling objections and tough questions positively

Think on Your Feet Training Course - Lesson 9

How to broaden or focus your listener's perspective

- Moving from detail to big picture, or vice versa
- Handling sensitive or confidential information
- Countering sweeping generalisations

Think on Your Feet Training Course - Lesson 10

Moving two opposing viewpoints to a middle ground

- Negotiating a win-win outcome
- Dealing with conversational topics
- Moving to action

Think on Your Feet Training Course - Lesson 11

Selling the benefits of your products, ideas, services

- Presenting benefits not features
- Showing advantages to your listener
- Employing the "So What" test

Think on Your Feet Training Course - Lesson 12

Fleshing out your ideas

- Using examples to increase understanding and recall
- Developing ideas through the use of opposites
- Explaining an idea by cause and effect

Think on Your Feet Training is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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