

# **Think on Your Feet®**

## ***Techniques to Present Ideas Clearly, Concisely and Persuasively***

### **PROGRAMME OUTLINE**

The **Think on Your Feet®** workshop begins with quick coherent thinking—the bedrock of communication—and ends with dramatically sharpening skills to speak more convincingly.

The workshop provides all-purpose strategies for organising ideas, and shows how to match the message to the audience.

#### **DAY 1**

- Thinking, Structure and Clear Communication
- Getting to the Point and Being Remembered
- Integrating left and right brains for structured improvisation
- Organising Information via Time
- Using Places as the organising framework
- Dividing Information Into Well-defined Aspects or “Angles”
- Handling Questions Quickly and Coherently
- Broadening, or Narrowing, the Listener's Perspective
- Analysing Topics in Terms of Two Extremes Leading to a Compromise
- Presenting Proposals, New Products or Services

#### **DAY 2**

- Targeting Answers to Listeners' Core Concerns
- Maintaining Control While Fielding Questions
- Fleshing-out Your Ideas
- “W5”—The Journalist's Plan
- Using Concise, Simple and Diplomatic Language
- Keys to Clarity—Delineation and Transition
- Rechannelling Nervousness
- Preparing Longer Talks
- Thinking Fast; Thinking First

#### **FORMAT: PRACTICE, PRACTICE, PRACTICE**

The core of this two-day programme revolves around practice, coaching and feedback. We ask participants to come prepared with questions they commonly hear, issues they confront, and specific subjects that they need to present clearly.