



THINK ON YOUR FEET®

Clarity, Brevity, Impact®

30+ countries, 14+ languages
Over 1 million participants worldwide.

The ability to analyse, organise and present ideas clearly, concisely and memorably are core skills for leading and participating in meetings.

The 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 when presenting
- ✓ Handle tough questions and challenges under pressure.

The skills apply equally in large formal presentations, small group meetings and informal one-to-one discussions whether with top management, project teams, direct reports or external counterparts.

Clear Thinking for Clear Speaking

The emphasis on *structured thinking* differentiates Think on your Feet®. Participants learn to organize their ideas quickly for impact, communicate their key message clearly and memorably, and to avoid overloading the listener with unnecessary detail.

With the progressive 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 ideas quickly using simple formats
- Present clearly, concisely and memorably
- Lead people to see different perspectives on an issue
- Answer questions confidently in the moment.

Contents

- Introduction to TF®
 - Clear, concise & structured
 - When & how TF® is useful
 - Presenting in 3s

- Plans to structure your ideas
 - Informing plans (Clock, Globe, Triangle)
 - Standard Format
 - Persuasive plans (Zoom, Pendulum, Benefits)
- Support plans - elaborating your ideas
- Putting it all together
 - Bridging techniques
 - Addressing listeners' concerns
 - Handling Q&A

Participant Feedback

"A real delight. I am already benefiting from the learning."

"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."