



## Think on Your Feet®

The Internationally Acclaimed Workshop That Trains You to Organize Your Ideas FAST!

(Two-Day Workshop)

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.

To answer questions on the spot.

To explain complex ideas clearly

To be more persuasive.

### WORKSHOP MATERIALS

Every participant receives a bound workshop manual containing a synopsis of the Think on Your Feet® formats for easy study • plus examples, worksheets, checklists, and memory-jogging wallet cards.

### CORE PROGRAM

#### 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, E-mails

#### Presenting Your Ideas

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

#### 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

#### Handling Questions Quickly, Clearly and Persuasively

- Following the “Rule of Threes”
- Creating logical pegs to hang your thoughts on
- Announcing & Recapping

#### Using “Visual” Pegs as Your Structure

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

#### Avoiding Common Communication Traps

- Keeping on track
- Avoiding information overload
- Addressing your listener’s core concerns

#### Dividing Information into Facets, Aspects or Perspectives

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

- **Bridging from Question to Answer**
- Buying time
- Answering the right question
- Handling objections and tough questions positively

#### 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 generalizations

#### Moving Two Opposing Viewpoints to a Middle Ground

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

#### Selling the Benefits of Your Ideas, Products, Services

- Presenting benefits, not features
- Showing advantages to your listener
- Employing the “So what?” test

#### Fleshing Out Your Ideas

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

*“Think on Your Feet is still as fresh in my mind today as the day after 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.”*

**Bob Dean,**  
Chief Learning Officer,  
Grant Thornton LLP