



Think on Your Feet®

**The Internationally Acclaimed Workshop
that Trains You to Organise Your Ideas Fast!**



INTRODUCTION

- Have you been in situations where you have been put in a spot with a “curve ball” question from your boss, peers, direct reports, clients or close relations?
- And after you have answered, you wished you had said something differently?
- Have you wished you had the tools to get to your point quickly, succinctly and persuasively?

If the answer to any of the three is a YES, you may need to learn the skills of Think On Your Feet®

The Think On Your Feet® program has achieved worldwide recognition as one of the most original and useful Strategic Thinking and Structured Communication workshops taught today. It has been conducted throughout the US, Europe, Middle East, Canada, Australia, New Zealand and Asia. The workshop is highly interactive that teaches the art and science of conveying convincing, confident and memorable ideas.

Learning Outcomes

- Strategic Thinking skills
- 10 Steps to better Decision Making and Problem Solving at work
- Giving a relevant response by identifying your listener’s interests and concerns
- Structuring and organising your thoughts for better communication
- Using three-part communication plan to display analysis
- Overcoming the fear of dealing with tough questions, objections, hostile situations and emotional triggers
- Turn ‘nerves’ into positive energy
- Improve strategies for answering impromptu questions
- Get to the point easily and be remembered for what you say
- Moving two opposing viewpoints to a middle ground
- Building trustworthiness amongst teams on sensitive issues
- Reduce stress responses and improve emotion regulation
- Developing healthy mental habits that accelerate effective listening, generosity, empathy, communication and social skills



PROGRAM STRUCTURE

The workshop teaches 10 plans that help you structure your thoughts quickly to get your point across clearly, concisely and memorably. These 10 plans are known as “capsules of persuasion”.

These 10 capsules are divided into three groups:

The three basic plans

- The Clock plan
- The Globe plan
- The Triangle plan

The three assertive plans

- Zoom Lens
- Pendulum
- Benefits

The four sub plans

- Picture
- Opposites
- Dominos
- W 5



WHO SHOULD ATTEND

- Anyone who is in a LEADERSHIP role (CEO’s, MD’s, Sr. VP’s, VP’s, Senior Managers, Team Leaders, etc.)
- Anyone in a Client-facing role (Sales/Marketing specialists, Public Relations, Press Officials, Customer Service etc.)
- Financial Analysts, Technical Specialists and all those making Business Presentations
- Anyone who needs additional skills in Influencing and Persuasion



PARTICIPANTS MATERIAL

DURING

- 180 Page comprehensive Participant Manual
- 3-D Visual Aid
- Memory-jogging Cards
- Certificate of Participation

POST

- Online-refresher modules
- Post-workshop self-assessment and action plan
- Online access to tips, newsletter and social media



PROGRAM OUTLINE

Modules	Outcome
Getting to the Point & Being Remembered	<ul style="list-style-type: none">• Techniques to package persuasion and structuring ideas simply and clearly• Speaking in different situations: one-on-one, on the phone, in meetings, informal
Presenting Your Ideas	<ul style="list-style-type: none">• Using three-part plans to display analysis• Helping your listener understand by placing your ideas into a simple, unifying
Using Handy Fall-Back Techniques When You are Caught Off-Guard	<ul style="list-style-type: none">• Making sense out of a mass of facts• Explaining step by step processes clearly
Handling Questions Quickly, Clearly and Persuasively	<ul style="list-style-type: none">• Follow the “Rules of Threes”• Creating logical pegs to hang your thoughts on announcing and recapping
Using “Visual” Pegs as Your Structure	<ul style="list-style-type: none">• Achieving impact by supporting large or complex topics• Adding depth to your message
Avoiding Common Communication Traps	<ul style="list-style-type: none">• Keeping on track• Avoiding information overload• Addressing your listener’s core concerns
Dividing Information into Facts, Aspects or Perspectives	<ul style="list-style-type: none">• Achieving objectivity• Expressing thoughtfulness
Bridging from Question to Answer	<ul style="list-style-type: none">• Answering the right question• Handling objections and tough questions positively
Focus on Your Listener’s Perspective	<ul style="list-style-type: none">• Moving from detail to big picture or vice versa• Countering sweeping generalisations
Moving Two Opposing Viewpoints to a Middle	<ul style="list-style-type: none">• Negotiating a win-win outcome• Dealing with controversial topics
Selling the Benefits of Your Ideas, Products & Services	<ul style="list-style-type: none">• Presenting benefits, not features• Employing the “So what?” test
Fleshing Out Your Ideas	<ul style="list-style-type: none">• Using relevant examples to increase understanding and recall• Developing ideas through the use of opposites• Explaining an idea by cause & effect



THINK ON YOUR FEET®
CLARITY | BREVITY | IMPACT®

Think on Your Feet®

The globally acclaimed workshop with infinite applications!

Companies are faced with diverse learning needs. Think on Your Feet® is a gold standard for on-boarding teams, emerging leaders and executive leadership worldwide.

Tailor learning and delivery with CUSTOMIZED TRAINING OPTIONS

Think on Your Feet® FLUENCY FOR LEADERS

Focuses on the needs of emerging and executive leaders: storytelling, handling Q&A/media, public speaking and presenting with influence and impact.

Think on Your Feet® PERFORMANCE MANAGEMENT

Techniques to structure performance reviews and real-time feedback to get the most out of your people.

Think on Your Feet® CLIENT RELATIONS

Invigorate your client-facing teams. Practice innovative techniques to respond to client scenarios and gain instant feedback to improve approach.

Think on Your Feet® PITCH PERFECT

Powerful, structured negotiating, selling and presentation skills for influencers.

Think on Your Feet® LINKS: Relate, Engage and Connect with Any Audience

An introduction to structured communication and adapting to audience communication preferences.

Think on Your Feet® RETREATS

Special-event version for retreats, sales seminars or senior executives (large or small groups).

Think on Your Feet® TRAIN THE TRAINER

Train and license your instructors to deliver Think on Your Feet® internally within your organization.

Contact us to discuss your customised needs:

Rahul Bhatia
M: +91 9811183613
E: rahul@nextgenkc.in