

## THINK ON YOUR FEET® TRAINING (2-DAYS)

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**COURSE LENGTH: 2.0 DAYS**

Have you ever found yourself rambling on and stumbling for answers? Do you sometimes have a hard time communicating your ideas to others?

The PD Training Think On Your Feet® training course teaches you the "capsules-of-persuasion" concept - 10 plans that structure one's ideas to achieve a quick impact and remove any guesswork from your conversations.

This internationally acclaimed workshop teaches critical skills to help you get your ideas across clearly, concisely and persuasively.

This dynamic training course is now available now throughout Australia, including Brisbane, Sydney, Melbourne, Canberra, Parramatta, Adelaide and Perth.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## THINK ON YOUR FEET® TRAINING (2-DAYS) COURSE OUTLINE

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### 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 immediate impact.

Learn key skills like how to make decisions quickly, handle difficult questions easily, avoid common communication traps, bridging from question to answer and much more.

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### OUTCOMES

#### After completing this course you will have learned to:

- ▶ Speak with brevity, clarity & persuasiveness
- ▶ Master getting to the point and being remembered
- ▶ Effective fall-back techniques when caught off-guard
- ▶ Present ideas effectively and efficiently
- ▶ Handle questions more quickly, concisely & persuasively
- ▶ Add depth to ones own messages using "visual" pegs
- ▶ Avoid common communication traps
- ▶ Divide information into facets, aspects or perspectives
- ▶ Bridge from question to answer

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### MODULES

#### 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
  - ▶ e-mails

#### Lesson 2: 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

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### 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

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### Lesson 4: Handling Questions Quickly, Clearly and Persuasively

- ▶ Following the "Rule of Threes"
- ▶ Creating Logical Pegs to Hang your Thoughts On
- ▶ Announcing & Recapping

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### Lesson 5: Using "Visual" Pegs as Your Structure

- ▶ Achieving Impact
- ▶ Supporting Large and Complex Topics
- ▶ Adding Depth to Your Message

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### Lesson 6: Avoiding Common Communication Traps

- ▶ Keeping on Track
- ▶ Avoiding Information Overload
- ▶ Addressing Your Listener's Core Concerns

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### Lesson 7: Dividing Information into Facets, Aspects or Perspectives

- ▶ Achieving Objectivity
- ▶ Expressing Thoughtfulness
- ▶ Addressing Issues from Different Viewpoints

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### Lesson 8: Bridging from Question to Answer

- ▶ Buying Time
- ▶ Answering the Right Question
- ▶ Handling Objections and Tough Questions Positively

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### 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

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### Lesson 10: Moving Two Opposing Viewpoints to a Middle Ground

- ▶ Negotiating a Win-Win Outcome
- ▶ Dealing with Conversational Topics
- ▶ Moving to Action

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### Lesson 11: Selling the Benefits of Your Products, Ideas, Services

- ▶ Presenting Benefits not Features
- ▶ Showing Advantages to Your Listener
- ▶ Employing the "So What" Test

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### 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

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### Lesson 13: Telling a Story: Who? What? Where? Why? When?

- ▶ Ensuring all relevant information is included
- ▶ Arranging the 5W's as your idea peg
- ▶ Combining the 5W's with other techniques

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### Lesson 14: Combining Think on Your Feet® Formats to Build Longer Presentations

- ▶ Shaping content for your listeners
- ▶ Preparing informal and formal presentations quickly and effectively
- ▶ Delivering a persuasive message

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## WEB LINKS

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- ▶ [View this course online](#)

