



THINK ON YOUR FEET®

The internationally acclaimed workshop
that trains you to organise your ideas FAST!

The ability to analyse, organise and present your ideas fast is now a core skill:

To get your ideas across clearly, concisely, persuasively (and be remembered).

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.

PAST-PARTICIPANT RESOURCES

Once you’ve taken Think on Your Feet®, you’ll have access to these follow-up resources:

- TF-FRESH™ – Our on-line refresher module.
- TF-TIPS™ – A monthly

Think on Your Feet® newsletter, providing reminders, tips, and ongoing reinforcement of your classroom experience.

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, emails

Presenting Your Ideas

- Advancing 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

- Beyond 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 generalisations

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,

Former Chief Learning

Officer, Grant Thornton LLP

Contact us for more details.

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