

Organize your Thoughts On the Go and Speak with Impact

The basis of this programme is built on the concept that clear thinking is clear speaking. The participants will learn varied methods to structure content for quick and easy understanding. In simplifying content yet with solid illustrations, the participants will achieve clarity, brevity and impact in their impromptu speaking. They will master the skills of packaging content.

Objectives

After this workshop participants will be able to:

- Speak with confidence
- Be responsive with composure
- Chunk, peg and think in 3s
- Practise the concept 'less is more'
- Think and speak at the same time
- Use structure to guide audience
- Practise bridging techniques to address questions
- Adapt their message to manage differences in background, interest or mindset
- Use Think On Your Feet® structure in designing visual aids
- Apply the techniques in presentations, meetings, negotiations and social occasions

Methodology

We use a multi-sensory approach to learning, which includes:

- *Brainstorming and discussion*
- *Impromptu speaking sessions*
- *Exercises*
- *Debates*
- *Interviews*
- *Games*

Course Outline

1.5-DAY OPTION

1. Introduction and Creating the Context

- The participants will *play a game* to understand:
- How to do impromptu speaking by tapping the left brain and the right brain
 - Why you – like anybody – can Think on Your Feet®
 - What are the benefits of Think On Your Feet®

2. Clock Plan

- The participants will learn to structure ideas via the theme of time
- What are the pegs?
 - How to learn in fun through the Hall of Fame
 - How to gain confidence in the practise and debrief

3. Standard Format

- The participants will learn the steps to move ideas coherently:
- Focus on the headline and announce the pegs
 - Elaborate on the content
 - Recap the pegs and echo the headline

4. Globe Plan

- The participants will acquire skills to structure ideas via the theme of places
- Identify the pegs
 - Impromptu speaking using the Globe
 - *Practise and debrief*

5. Triangle Plan

- The participants will realise how to package ideas based on the aspects of issues:
- Define the pegs
 - Impromptu speaking using the triangle
 - *Practise and debrief*

6. Bridging

- The participants will *practise* bridging techniques to answer questions with credibility:
- Consider tough questions and understand their intent with active listening
 - Learn three As to bridge - Acknowledge, Ask and Adapt
 - *Practise* Bridging from questions to answers to maintain composure

7. Benefits Plan

- How to use benefits and reverse benefits
- Apply the plan in a game
- *Practise and debrief*

8. Debate with Think On Your Feet®

The participants will *practise* the learnt plans in a *debate exercise*.

9. Zoom Lens Plan

The participants will learn an assertive plan to change others' perspectives:

- Zooming in to get specific
- Zooming out to view the big picture
- Apply in group practice sessions

10. Pendulum Plan

The participants will master another assertive plan aiming to swing others' opinions:

- Speaking win-win
- Diplomat version versus the severe version
- *Practise in a group*

11. Four Sub-Plans

The participants will learn and *practise*:

- Picture plan
- Opposites Plan
- Domino plan
- W5 plan

12. Putting It All Together – Group Presentation

The participants will work in groups to do an *integration exercise*:

- Create a presentation outline with selected plans
- Plan the presentation flow with the group members
- Deliver presentation demonstrating Think On Your Feet skills

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