

Think on your feet®

Ideas are the currency of the knowledge based economy. Knowledge workers must be able to generate and communicate their ideas. Think on your feet is about communicating your ideas with Clarity, Brevity and Impact.

Think on your feet® provides delegates with a tool box to help them craft their communications. Delegates leave equipped with these tools, knowing how to use them both for impromptu interactions and for more effective communications when there is time to prepare. Think on your feet® teaches clarity, brevity and impact in the presentation of ideas, which is why it is considered a core competency for many knowledge workers.

Think on your feet® teaches these skills:

Clarity means being understood.

While **100000000** is 'unclear' **100,000,000** isn't. **Structure** makes the difference. Learning how to structure ideas, using both left and right brain thinking, makes even technically complex topics accessible to listeners.

Brevity means 'getting to the point'.

Getting to the point requires focus. Structure forces **focus**. In our age of information overload, brevity is valued. Less is more.

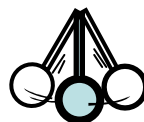
Impact means being persuasive.

Persuasion stems from **relevance**; anticipating listener interest is the secret of relevance. Add memorable structure and you have **lasting** impact.

What's involved?

The Think on your feet® workshop is filled with practice, coaching and feedback. On completion of the workshop, you will be able to:

- Target listeners' core concerns
- Structure ideas simply and persuasively
- Simplify complex information
- Avoid information overload for your listeners
- Condense your thoughts
- Handle objections positively
- Answer questions quickly and coherently
- Deal with sensitive or confidential situations



"I came out of this course feeling I'd learned so much, but that I needed to remember so little. A real tool-kit rather than vague 'skills' learning". (Senior manager, BT)

For more information call Oroza Ltd. 01276 300101 or email skills@oroza.com or visit www.oroza.com

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