

Think on Your Feet®

Techniques to Present Ideas Clearly, Concisely and Persuasively

Think on Your Feet® has achieved **worldwide recognition** as one of the most original and useful **communication skill enhancement programmes**. The workshop offers the most useful techniques to help you speak spontaneously with clarity and impact, allowing your ideas to be presented in the most memorable way. By covering a wide range of demanding and challenging situations, you can gain a unique competitive advantage for your personal branding.

Target Participants

- ✔ For anyone concerned with how to make their communication and persuasion as effective as possible.
- ✔ Senior executives, managers, sales and marketing professionals, technical specialists, consultants, financial analysts, public affairs experts, and training professionals are recommended to join.

 26 September 2024 (Thursday) 9:30am – 6:00pm
27 September 2024 (Friday) 9:30am – 1:00pm
CPD Hours: 11

 Members: \$4,300 ;
Non-member: \$5,500
(Licensed materials* are included)


 Cantonese
(with English materials)

 Early Bird Until 2 Aug

Member	Non-member
HK\$4,100	HK\$5,300

HKIHRM e-vouchers are NOT applicable to this programme

 HKIHRM
Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong
(3-minute walk from Ngau Tau Kok MTR station exit A)

 *Materials include a Workshop Manual, which contains a synopsis of the various Think on Your Feet® techniques – including examples, worksheets, checklists, and memory-jogging reference cards.

Whether addressing 1 person or 50, Think on Your Feet® provides the all of the necessary techniques to focus on the most important issues, organise ideas and speed up preparation and response time.

Typical Situations Include

- Proposing or presenting ideas to management
- Selling a product or service to internal and external customers
- Handling difficult interactions with customers
- Communicating changes
- Conveying company direction to staff
- Effectively presenting ideas in meetings
- Explaining complex information more clearly
- Answering tough questions on-the-spot
- Giving evidence to support your argument
- Promoting your organisation or yourself
- Handling the media
- Addressing different cultures

Objectives

- Structure ideas more simply and persuasively
- Organise ideas while talking
- Flesh-out ideas with memorable examples
- Avoid common communication traps
- Answer questions quickly and coherently, especially when under fire
- Deal with hostile situations or handle objections positively
- Use techniques to identify listeners' hopes, fears and background knowledge

Content

The workshop begins with teaching quick coherent thinking techniques, and ends with dramatically sharpening skills to help you speak more convincingly.

- Thinking structure and communication
- Getting to the point and being remembered
- Practising whole-brain utilization for structured improvisation
- Applying six basic plans for persuasive communication
- Handling questions quickly and coherently
- Targeting answers to listeners' core concerns
- Four sub-plans to enhance communication effectiveness
- Thinking fast; Thinking first – an integrated practice



Enrol Now



Speaker

Dr Wallance Ma (Master Trainer, Think on Your Feet®)

A strong background to work with clients in Hong Kong, Taiwan and Mainland China for a number of training and development needs. Prior to this, he worked for major multinational and local organisations and gained wide exposure and experience across different businesses and industries. Apart from training facilitation, he is also working with clients to help better understand their business, strategic and operational needs, with an objective to develop effective human resources solutions for each client.