

# “Think on Your Feet®”

1-day program

21<sup>st</sup> September 2010 – Sydney

**The ability to Think on Your Feet® is a core skill. It involves getting your ideas across clearly, concisely, and persuasively - and being remembered!**

Everyone wants you to get to the point. We have all been lost for words in a tough situation, gone around in circles making our point, or worked out the perfect answer after the moment has passed!

The basis of Think on Your Feet® is that clear thinking is the secret to clear speaking. This workshop introduces 10 plans to structure ideas quickly and effectively for maximum impact. By incorporating both left and right brain thinking, we can be articulate and creative within the framework of a logical plan. This makes it easy to respond confidently in an impromptu situation or during a meeting, and to develop memorable presentations when there is time to prepare.

**The Think on Your Feet® promise is ... Clarity ... Brevity ... Impact**

Think on Your Feet® is an internationally accredited workshop which has gained worldwide recognition as an innovative and highly effective oral communications program.

## Program Content

- Three plans to present information with clarity and logic.
- Three assertive plans to persuade, sell or change the listener's perspective.
- Being creative by using colourful visual examples and analogies for impact
- The Brain Scan Grid to target listener's core concerns
- Bridging strategies to lessen the emotional impact of tough questions and buy time for a considered response
- Preparing longer presentations quickly and effectively



**Pam Harris** has twenty years experience in the field of Learning and Development and her training workshops are always enjoyable, high energy and involving

**On completion of this program, you will be able to:**

- Help your listener by placing your ideas into a simple unifying structure
- Present ideas and information with clarity, brevity and impact
- Be more persuasive
- Field difficult questions with confidence and logic
- Use examples to increase understanding and recall



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# Think on Your Feet

## 21<sup>st</sup> September 2010 - Sydney

### SYDNEY PROGRAM

Tuesday, 21<sup>st</sup> September 2010

#### VENUE:

Saxons Training Facilities  
Level 10, 10 Barrack Street, Sydney, 2000  
[Download Saxons Venue map](#)

### MELBOURNE PROGRAM

#### VENUE:

Saxons Training Facilities  
Level 8, 500 Collins Street, Melbourne, 3000  
[Download Saxons Venue map](#)

**Registrations** are from 8.30am. Program starts at 9.00am and finishes at 5.00 pm

#### Registration Fee:

\$695.00

Includes 10% GST, lunch and breaks.  
participant workbooks and handouts

#### Discounts

For 3 or more delegates from the same organisation, a discount of \$50.00 per person applies.

#### Cancellations

- Full refund if notice is received two weeks prior to workshop
- 50% refund if cancellation received at least one week prior to workshop

#### Changes to Program

E&S reserves the right to alter the content, date or venue if necessary. Every effort will be made to communicate with participants immediately.

#### In-house Programs

This program can be tailored for your own organisation's needs

For more information, please contact Julie Ankers on (02) 9267-5220, or Email: [info@espeak.com.au](mailto:info@espeak.com.au)

### REGISTRATION / TAX INVOICE

(Please keep a copy for your records)

Name: \_\_\_\_\_

Position \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

e-mail: \_\_\_\_\_

#### Attendees' Names:

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Total payment \$\_\_\_\_\_ for \_\_\_\_\_ attendees via :

**DIRECT DEPOSIT BSB: 032-016**

**Acc No:377845**

**CHEQUE Payable to E&S Training & Development**

Visa  MasterCard  Bankcard  AMEX

Diners Club

Card No. : \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Fax, post or email with payment to:

E&S Training & Development Pty Ltd

ABN 90 090 425 308

Suite 605, Level 6, 276 Pitt Street, Sydney 2000

Phone: (02) 9267-5220

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