



Thinking on your feet

There are times when we all feel we have missed an opportunity, either because we couldn't think straight, or we couldn't articulate our ideas in a clear and influential way. This course, for those wishing to interact with others more effectively, helps us to identify and buy thinking time and structure our thoughts. It also focusses on helping us to get our point across and articulate more effectively when under pressure.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

Key course elements

Communicating under pressure

- What stops us communicating effectively?
- Being present

Buying time and structuring our thoughts

- Tips and techniques for getting precious thinking time
- Ways to remove the spotlight from ourselves until we are ready
- Simple models for structuring your thinking
- Models to help move towards a decision or manage uncertainty

Speaking with impact

- Seeing yourself through another person's eyes
- Finding a personal solid foundation on which to build
- Overcoming negative beliefs to enter the virtuous circle of self-confidence
- "Taking the mic" – getting attention when you need it

Dealing with disaster

- Techniques for avoiding becoming flustered under pressure
- Why disasters are rare (and rarely truly disastrous)
- Reducing the risk
- Recovery techniques

Personal action plan

Participants will learn to...

- Understand the elements of barriers to clear thinking and articulation
- Buy precious thinking time and deflect the spotlight until ready
- Know how to structure thoughts quickly to sound more in control of responses
- Articulate more effectively under pressure
- Get attention when we need it so our views are heard
- Establish an action plan that will help build personal success through a series of achievable steps



"Very interesting and made me think about how I approach meetings, presentations or situations where I may have to "think fast" - some useful tools to take away. Very nice and engaging presenter."

BiteSize Learning

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