

SPONTANEOUS PRESENTATIONS

Thinking on your feet is easier to do when you have these simple response tools for any business situation.

For Business Professionals

Who should attend?

- ✓ Business Professionals
- ✓ Sales Professionals
- ✓ Individual Contributors
- ✓ Managers & Supervisors

How you will benefit...

- Enhance your spontaneous speaking impact by working on the key elements of presence
- Improve the audience's perception - by aligning all three channels of your communication (visual, verbal, vocal) in your delivery
- Select an appropriate message - structure for a succinct message with proper flow
- Distilling the essence of your message as you prepare to respond with a headline
- Receive a proven model for constructing the body of your message to make it most appealing to your audience
- Practice responding to questions with confidence and approachability.
- Practice using Responsive Acknowledgement to respond to the direct or tough audience questions
- Deliver multiple presentations and receive both peer feedback and professional coaching

Course Content

Thinking on Your Feet

- How to speak with no time to prepare
- Effective communication

PRESENTATION #1 – Think on Your Feet

- Deliver a spontaneous message
- Coaching and feedback

Structured Response Methods

- 7 methods to respond to a question
- The Headline
- Rule of Three
- Organized key points

PRESENTATION #2 – Message Structure

- Answer a spontaneous question by using an iSpeak Quick-Start Model
- Coaching and feedback

Handling the Tough Questions

- Responsive Acknowledgement method - Defusing tough questions

PRESENTATION #3 – Question Response

- Answer tough questions with responsive acknowledgement

SPONTANEOUS PRESENTATIONS

Delivery Formats:



Classroom



Virtual



Webinar

Course Activities



Think on your feet

Control your presence when you deliver your idea and receive coaching.



Responsive acknowledgement

Participants will respond to tough or direct questions from the audience.



Develop strong message structure

Each participant will develop their presentation using a Quick-Start Model structure.



Deliver your presentation

Participants will receive professional coaching and peer feedback.



Thinking on your feet

Students will practice applying the response methods for handling questions.



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