



MASTER CLASS

MC2605: Thinking on Your Feet:

# RESPOND WITH CONFIDENCE UNDER PRESSURE



## How You'll Benefit:

- Develop confidence when responding to unexpected questions or challenges.
- Learn proven techniques for structuring spontaneous responses.
- Strengthen clarity, credibility, and composure in high-pressure communication moments.
- Reduce filler words and distracting habits that weaken responses.
- Build influence by delivering organized, memorable answers that audiences trust.

## Program Overview:

Unexpected questions and spontaneous communication moments can define how others perceive your credibility as a leader. Thinking on your feet is not about having all the answers—it's about knowing how to respond with clarity, composure, and confidence. In this interactive workshop, participants learn proven strategies to anticipate questions, structure their responses, and maintain credibility in any setting. Using tools like the What-Why-How structure and the Rule of Three, learners will practice handling tough questions, organizing key points quickly, and leaving their audience with clear takeaways. By the end of the program, participants will be equipped to communicate effectively and influence outcomes—even when caught off guard.

## Agenda:

### TOPIC 1

**Introduction to Thinking on Your Feet** – Why spontaneous communication matters.

### TOPIC 2

**Effective vs. Ineffective Communication** – Common pitfalls and best practices.

### TOPIC 3

**Preparing for Questions** – How to anticipate and plan for audience concerns.

### TOPIC 4

**Responding to Questions** – Seven practical strategies for handling Q&A.

### TOPIC 5

**Structuring Responses** – Using headlines, the Rule of Three, and clear organization.

### TOPIC 6

**Organizing Key Points** – Applying What-Why-How for stronger impact.

### TOPIC 7

**Practice Exercises** – Responding to real-world scenarios in breakout groups.

### TOPIC 8

**Reflection and Feedback** – Identifying strengths and improvement areas.

### TOPIC 9

**Summary and Commitments** – Key takeaways and implementation planning.

## AI Coaching Experience:

### Scenario 1:

Answering Questions on the Spot: Practice recognizing and responding to four question types using strategic answering techniques to think on your feet and communicate confidently.

### Scenario 2:

Answering Project Questions on the Fly: Practice clear and concise communication using the Headline and Good-Bad-New models to confidently answer questions from a new team member while maintaining approachability and vision.

Delivery Format:

**Virtual**

Duration & Structure:

**2 hours**

Up to:

**30 participants**