



THINKING ON YOUR FEET USING NLP (NEURO LINGUISTIC PROGRAMMING)

COURSE DURATION: 2 DAYS

INTRODUCTION

Ever find yourself rambling on and stumbling for answers? Have a hard time getting your ideas across? This is not an uncommon situation. Whether you are put on the spot while attending a meeting, presenting a proposal, selling an idea, or answering questions after a presentation, articulating your thoughts in unanticipated situations is a skill. **Thinking on your feet** is highly coveted skill and when you master it, your clever and astute responses will instill immediate confidence in what you are saying.

When you can translate your thoughts and ideas into coherent speech quickly, you ensure your ideas are heard. You also come across as being confident, persuasive, and trustworthy. Confidence is key when learning to think on your feet. When you present information, give an opinion or provide suggestions, making sure you know what you are talking about and that you are well informed is highly important.

The secret of thinking on your feet using NLP is to be prepared: learn the psychological skills and scientifically proven tactics, and do some preparation for situations that might put you under pressure. Then when you do find yourself faced with unexpected questions and debate, you'll be ready to draw on these tactics and preparation, and so stay poised while you compose your thoughts and prepare your response.

This invaluable highly interactive and relevant workshop teaches critical skills to get ideas across clearly, concisely, and persuasively.



COURSE OBJECTIVE

By the end of this course, participants will:

- Learn to speak with brevity, clarity & persuasively
- Master getting to the point and being remembered
- Learn effective fall-back techniques when caught off-guard
- Learn to present ideas effectively
- Handle questions quicker, more concisely & persuasively
- Divide massive information into easy to handle chunks
- Learn to bridge from question to answer
- Handling limiting language patterns effectively
- Dealing with others in a way they can't say 'No'

WHO SHOULD ATTEND?

All Executives and Managers who works in any department and wish to significantly enhance their skills to think on their feet in presentation, persuasion and selling ideas, in order to be more effective at work or in life.

COURSE DURATION

2 Days

LANGUAGE

English



COURSE OUTLINE

The ability to think on our feet is now a core skill in management. It means getting your ideas across clearly, concisely, persuasively (and being remembered). Everyone wants you to get to the point quickly. Thinking on Your Feet using NLP introduces the persuasion techniques and concepts in NLP proven to quickly plans and structure your ideas for impact.

LESSON 1

Getting to the Point & Being Remembered

- * Audience-centre Communication
- * Structuring ideas simply and clearly
- * Speaking in different situations: one-on-one, on the phone, in meetings, informal presentations

LESSON 2

Presenting your ideas

- * Clearly
- * Concisely
- * Powerfully
- * 7-38-55 Rule

LESSON 3

Using Handy Fall-Back Techniques when you're caught off guard

- * Making sense out of a mass of facts via chunking
- * Breaking down quickly information into easy to handle chunks
- * Mind Mapping out step-by-step processes clearly

LESSON 4

Handling Questions Quickly, Clearly and Persuasively

- * Soft probing techniques using Language Softeners
- * Backtracking to gain deeper understanding on questions asked
- * Pacing and Leading to be quick, clear and persuasive

LESSON 5

Effective Listening Techniques in NLP, Addressing the deepest need of the human soul:

- * Empathic Listening technique
- * Listen to what hasn't been said
- * Getting deep into the maps to understand, affirm, validate and appreciate others



LESSON 6

Avoiding Common Communication Traps

- * Keeping on Track
- * Avoiding information overload
- * Addressing your listener's core concerns

LESSON 7

Persuasive Techniques to shift Perspectives

- * Understanding perspectives/maps of others
- * Help others shift perspectives
- * The 'Map is not the Territory'

LESSON 8

Bridging from Question to Answer

- * Buying time
- * The Wise Response is in not the Right Answers but the Right Questions
- * Handling objections and tough questions positively using Reframes

LESSON 9

Broadening your listener's perspective

Handling Meta model Violations (limiting language patterns)

- * Generalizations
- * Deletions
- * Distortions

LESSON 10

Moving two opposing viewpoints to a middle ground

- * Negotiating a win-win outcome
- * Dealing with others in a way they can't say 'NO'
- * Moving to action





TRAINER'S PROFILE

DANIEL WONG

QUALIFICATIONS

- ✓ Member of Malaysian Institute of Management
- ✓ Certified Professional Trainer, MIM
- ✓ Certified Master NLP Practitioner, NFNLP USA
- ✓ Council of Engineering Institutions (UK) Part I & II
- ✓ Associate Member of Institute of Electrical Engineers, UK
- ✓ Graduate Member of Institute of Engineers, Malaysia
- ✓ ISO Standardization Internal Auditor
- ✓ NLP Trainer the Trainer Certification, NFNLP (in progress)

Daniel has more than 27 years experience in the corporate world, out of which 12 years has been spent on coaching and training: teaching Management & Leadership skills, Selling & Negotiation Skills, Course Consulting or Counseling Skills, Effective Communication, Neuro-Linguistic Programming (NLP) and Sub-conscious learning skills.

In the process, he has been continually coaching and motivating all his students, staffs and associates to learn, grow and expand their personal paradigms and horizons. Positions held in the various multi-national corporate companies include from a young Installation/Service Engineer to Department Manager & General Manager of a leading MNC.

He also has **extensive marketing and sales experience**; from selling single course programs to education franchise businesses; as well as single pieces of equipment right-up to multi-million US dollar projects for more than 15 years.

In his last major corporate appointment as Assistant General Manager of GEC (UK), Mahkota Technologies, where he was fully in-charge of both local and regional sales for his Division, he successfully managed over 15 different products and systems, with an annual turnover of **RM60 million**, for both the domestic and regional markets.

Currently, he is actively involved as a Module Writer & Training Facilitator for PNS Academy, the government agency in-charge of all franchise businesses in the country, focusing on teaching people management skills and franchise business expansion program at Advanced Level.

Daniel recognizes great potential within each individual participant. He believes in making a difference in their learning through his personalized, demonstrative, practical and dynamic approach to make training an enjoyable and valuable experience. His passion for training stems from his innate desire to empower all those individuals who are keen to seek knowledge, wisdom and self improvement; so that they can be the person they need to be and to have what they want in life.





TRAINER'S PROFILE

DANIEL WONG



Group Activities



Mind Games



Demonstration & Installing Anchors



Installing Mind Programs



Group Dynamics

EMAIL COMMENDATIONS

RE: Training

Hi Daniel,

How are you? Just want to update you, I totally **quit smoke** after your help. Thank you very much and really appreciate you help.

Again, thanks for all the advice provided below. Actually, the "Suckers" is the one who really remind and keep me away from smoking. Now, I no need to rely on anything while I am thinking or stress. My life is brighter and I am happier now. I will visit the website that you recommend during this weekend.

Regards,
Jeffrey Lam

RE: Negotiation Skills: Psychology of Influencing & Negotiation Using NLP

Dear Daniel,

He looks fantastic & show tremendous change. My boss is surprised with Tarmizi's character which has changed lately & he has proposed to send more people to your classes.

Regards & Thanks,
Mohd Suhaimi Abdul Hamid
Head, Business Banking
Product Management
MayBank Islamic Berhad

