



## e-learning **Rhetoric and thinking on your feet**

In this e-learning course you'll discover how to present your topics convincingly during discussions or presentations and how to handle questions with confidence. You'll be given lots of tips on how to develop your argument, how to radiate confidence by using the right posture and breathing techniques and how to think on your feet, even in awkward situations.

Booking Number: **34902**

Group of participants:  
Professionals, managers and all employees who want to appear confident and quick-witted in conversations, presentations and discussions.

Duration: **approx. 2 hours**

Language:  

Unit price:

€ 119,- zzgl. MwSt. | € 141,61 inkl.

MwSt. Package prices from 50 licenses on request

### Learning objectives

- ✓ You will know how to structure and develop an argument.
- ✓ You will know how to develop a confident attitude.
- ✓ You will be able to use posture and breathing techniques in order to feel and appear confident and in control.
- ✓ You will know how to think on your feet.
- ✓ You will become familiar with ways of escalating or de-escalating situations and be able to apply them.

### Contents

- What will I learn in this e-learning course?
- How do I convince my audience?
- How do I structure my argument?
- What makes arguments inconclusive?
- Am I an offensive or a defensive player?
- How do I perceive messages?
- How do I use my body to radiate presence?
- How do I use focused breathing to appear more confident?
- How do I remain confident?
- How can I respond with humour?
- How do I handle objections?
- How do I find the thread again?
- How do I react to deliberate interruptions?



Information on the web

[www.haufe-akademie.de/34902](http://www.haufe-akademie.de/34902)



Let us advise you

Tel. +49 761 595339-10 • [digitales-lernen@haufe-akademie.de](mailto:digitales-lernen@haufe-akademie.de)