

# CMI Level 7 Certificate in Professional Consulting

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## CMI Level 7 Certificate in Professional Consulting Introduction

This Postgraduate level qualification can increase a consultant's marketability with clients and employers by demonstrating competence in the role of a professional consultant. The syllabus reflects the knowledge and understanding that gives consultants the proven ability to deliver real value on real projects for real clients. The qualification is designed for internal or external Consultants who want to develop their strategic skills within consulting.

After participating on our **five-day Consulting Skills course** you are able to undertake the assessment leading to the CMI Level 7 Certificate in Professional Consulting, awarded by Chartered Management Institute (CMI) and Institute of Consulting (IC). Our course provides a practical toolkit for both internal and external consultants helping you operate effectively as a consultant. The course will deliver the knowledge that you require in order to complete the Certificate assessment in addition to many other key skills required of a Consultant including:

- Operating as a consultant
- Stages in the Consultancy Skills
- Problem solving
- Data collection and analysis
- Project management principles
- Developing and justifying proposals
- Presenting findings and recommendations
- Implementing change successfully
- Networking
- Influencing skills
- Identifying needs – organisation analysis
- Supporting strategic planning
- Managing large change programmes
- Designing effective workshops
- The mechanics of 7 approaches to organisation development
- Marketing consultancy services



## Getting qualified

A registration, support and assessment fee of £455.00 is payable if you wish to undertake the qualification. During your registration period you will receive full support from TFC in addition to the resources that are available from the CMI and IC.

In order to achieve the certificate your learning will be assessed by completing a 7 question written assignment. Our centre focuses on two main units, Managing Consultancy Interventions and Entry and Diagnosis which cover core skills required of a professional consultant. Please see below for further unit details.

## Managing Consultancy Interventions

This unit is about understanding the consultancy cycle and associated risks. It also covers the differences in approach and style which may be used in different situations.

### **Learning outcomes *The learner will:***

1. Understand the consulting model

2. Understand how to use different approaches to a consultancy intervention

### **Assessment criteria *The learner can:***

1.1. Analyse the key activities involved at each stage of the consulting cycle

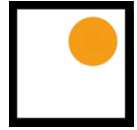
1.2 Evaluate the risks and challenges which may occur at each stage of the consulting cycle

1.3 Develop strategies to overcome risks and challenges which may occur during an intervention

2.1 Discuss a range of interventions a consultant may be involved in

2.2 Evaluate a range of approaches and styles that can be used by consultants in different interventions

2.3 Select suitable approaches to meet the nature and type of consultancy intervention



## Entry and Diagnosis

This unit is about the initial entry and diagnosis stage of the consultancy cycle. It explores how to develop and nurture a positive client relationship and how to identify client need and produce a proposal document.

### **Learning outcomes *The learner will:***

1. Know how to establish and maintain working relationships with the client

2. Be able to manage communications during entry and initial diagnosis

3. Be able to develop a strategy for identifying and scoping client needs

### **Assessment criteria *The learner can:***

1.1. Assess the effect client competencies and behaviours have on the consultant/client relationship

1.2. Critically evaluate a range of tools and techniques that can be used to establish positive working relationships and credibility with clients

1.3. Assess the impact on consultancy interventions of consultant/client relationships

1.4 Evaluate the role of professionalism, ethics and confidentiality to the consultant/client relationship

1.5 Explain how to manage client expectations

2.1 Assess the communication needs of key individuals in the consulting and client organisation

2.2 Analyse the information requirements and levels of information access for key individuals within the consulting and client organisation

2.3 Evaluate tools and methods of effective communication within clients, stakeholders and consulting organisations

3.1 Explain the techniques a consultant may use to appreciate the client perspective and the needs of stakeholders

3.2 Critically evaluate sources of information and methods of researching client's issue

3.3 Assess the significance of risk appraisal and benefit analysis to the scoping process

3.4 Explain how to agree a problem statement/scoping document with the client

3.5 Assess the importance of identifying key constraints and/or criterion for success in scoping client needs



**Learning outcomes *The learner will:***

4. Be able to develop the client proposal document

**Assessment criteria *The learner can:***

4.1 Explain the process for qualifying the proposal with the consultants own organisation

4.2 Discuss the typical contents of a proposal document

4.3 Analyse the process of budgeting for human and other resources required in the project

4.4 Assess the impact of client competencies on proposal development

4.5 Evaluate the impact of organisational, legal or regulatory issues on producing client proposals

## CMI Membership

Once registered as a Certificate candidate by Techniques for Change you automatically become a Student member of the Chartered Management Institute and will have access to unrivalled member benefits including:

- **ManagementDirect**, CMI's Management and Leadership resource portal that incorporates a wide range of learning resources and tools to provide practical support for learners (e.g. e-learning modules, e-journals, e-books, videos, structured learning journeys)
- Online CPD
- Free legal helpline
- Free subscriptions to *Professional Manager*
- *Membership Matters* - monthly e-newsletter
- Access to CMI Achieve - our exciting new mentoring network
- Exclusive networking, online and events

## Progression

The unit assessments for Managing Consultancy Interventions and Entry and Diagnosis are recognised as prior learning (credit accumulation) for the assessment for the **CMI Level 7 Diploma in Professional Consulting**. Further course attendance and unit assessments are required in order to achieve the Diploma. Please contact Techniques for Change for further details.

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