



# Consulting Skills

...acquire and develop the skills you need to be a top consultant within your organisation

## Professional consulting skills for internal and external consultants

This course provides a practical toolkit for both internal and external consultants helping you to operate successfully as a consultant.

Becoming a top consultant is as much about adopting a new behavioural attitude, as it is knowledge and technique. It is about being non-judgemental, listening to problems and offering possible solutions.

## Become qualified

You can quickly gain the **CMI Level 7 Certificate in Professional Consulting** and work towards the **Diploma in Professional Consulting**.

### Content

- Operating as a consultant
- Stages in the consulting process
- Problem solving
- Research and data collection
- 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

**Duration:** Five day course

**Venue:** London Gatwick

**Course price:** £1,995+VAT

### Features

- Comprehensive manual/toolkit
- Process model for professional consultancy
- 4 proven methodologies to increase productivity
- 15 practical problem solving techniques
- Easy techniques for effective client handling
- The credibility building action plan
- 3 organisational analysis tools
- 7 organisational development techniques
- 11 strategy facilitation tools
- Work towards a **CMI Level 7 Certificate in Professional Consulting**
- Progress and undertake the **CMI Level 7 Diploma in Professional Consulting**

*"A very well delivered course by the trainer, with an excellent structure and agenda. A good mix of theory, practice and interactive exercises. Great opportunity to network and very enjoyable."*

**Matt Potts,**

**Solution Principal**  **AGILITYWORKS**





# Consulting Skills

## Day One

### 1. Operating as a consultant

- Consulting strategies
- Types of consultant
- Role of consultant
- Consulting contracts

### 2. Stages in the consulting process

- Networking
- Exploratory interviews
- Contract development
- Set-up
- Data collection and analysis
- Presentation
- Implementation

### 3. Problem solving

- Problem solving
- Creative thinking
- Practical thinking

## Day Two

### 4. Research and data collection

- Selecting the right methods
- Designing questionnaires
- Handling data
- Analysing data

### 5. Project management principles

- Project initiation
- Role clarification
- Balancing constraints
- Task forces

### 6. Developing and justifying proposals

- Practical planning
- Costing proposals
- Gaining commitment

### 7. Presenting findings and recommendations

- Presentation techniques
- Report writing
- Presenting concepts and data

## Day Three

### 8. Implementing change successfully

- Gaining senior support
- Gaining commitment at all levels
- Supporting change
- Reinforcing effective change

### 9. Networking

- Networking
- Organisation dynamics
- Building alliances

### 10. Influencing skills

- Sources of personal power and influence
- Assessing other people's needs
- Techniques and behaviours for influencing

### 11. Identifying needs – organisation analysis

- Analytical models
- Analytical tools
- Prioritising organisation issues





# Consulting Skills

## Day Four

### 12. Supporting strategic planning

- Strategic models
- Strategic analysis
- Case studies
- Tactical planning

### 13. Managing large change programmes

- Change models
- Case study

### 14. Designing effective workshops

- Deciding the purpose
- Types of workshop
- Alternatives to 'the workshop'
- Practical and successful workshop design ideas
- Facilitation techniques
- Workshop follow-up

### CMI Level 7 Certificate in Professional Consulting

*Level 7 on the Qualification and Credit Framework*  
After participating on our five-day Consulting Skills course your learning will be assessed by completing a written assignment. Your registration period for completion is 36 months during which you will receive full support from Techniques for Change.

**Certificate registration and support price: £645+VAT**



## Day Five

### 15. The mechanics of 7 approaches to organisation development

- Culture management
- Customer service programmes
- Cost of quality
- Benchmarking
- Priority based budgeting
- Improvement groups
- Process quality management

### 16. Marketing consultancy services

- Matching services to needs
- 'Selling' routes
- Charging options
- Assuring consulting quality

### CMI Level 7 Diploma in Professional Consulting

After completion of our five-day Consulting Skills course you simply need to participate /complete in:

#### Two of the following courses :

- Facilitation Skills and Workshop Design
- Project Management
- Change Management

#### and:

- Complete a diploma portfolio

### Diploma top-up price available on request

This price may be reduced to allow for accreditation of prior learning.

