



Consulting Skills

...acquire and develop the skills and tools you need to be a top consultant

This award winning 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 and techniques, as it is domain knowledge and expertise. It is about being non-judgemental, listening to problems and agreeing possible solutions.

This intensely practical course was developed and is continually updated and most often delivered by Philip Albon, MD of Techniques for Change, and co-author of **Consulting for Dummies**. The course is also available in-house at your venue.



Identify yourself as a qualified consultant. Please call us and we can talk through the different qualification options and your development needs to help you to decide upon the best route for you and your career. Options include the **CMI Level 7 Certificate in Professional Consulting**.

Content

1. Operating as a consultant
2. Managing the consulting process
3. Problem solving
4. Research, data collection and analysis
5. Organisation analysis
6. Presenting findings and recommendations
7. Implementing change successfully
8. Advanced influencing skills
9. Marketing consultancy services (internal and external)

Features

- Comprehensive manual/toolkit
- Process model for professional consultancy
- 15 practical problem solving techniques
- Easy techniques for effective client handling
- The credibility building action plan
- Organisational analysis tools
- Work towards a **CMI Level 7 Certificate in Professional Consulting**

Duration: 5 ½ day Virtual sessions + post course
1 hour one-to-one coaching session





Consulting Skills

Morning One

1. Operating as a consultant

- Consulting strategies
- Consulting roles
- Consulting one to one skills practices

2. Managing the consulting process

- Networking
- Exploratory interviews
- Contract development
- Set-up
- Data collection and analysis
- Presentation
- Implementation
- Consulting project principles
- Working collaboratively with client teams

Morning Two

3. Problem solving

- Problem solving process
- Creative thinking techniques
- Practical thinking tools

4. Research, data collection and analysis

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

Morning Three

5. Organisation analysis

- Analytical model
- Analytical tool
- Prioritising organisation issues
- Aligning to strategy

6. Presenting findings and recommendations

- Consulting pitches
- Writing consulting reports
- Presenting concepts and data
- Consultant style presentations

Morning Four

7. Advanced influencing skills

- Building credibility
- Reading people
- Gaining acceptance to proposals
- Overcoming objections

Morning Five

8. Implementing change successfully

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

9. Marketing consultancy services (internal and external)

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

Post-course

10. One hour 1 to 1 coaching service via Video Conferencing

- Cover any remaining questions
- Discuss future application of skills and techniques

Qualification options

CMI Level 7 Certificate in Professional Consulting

After participating in our three day Consulting Skills course, by completing two written assignments you can achieve the IOC / CMI Level 7 Certificate in Professional Consulting. Certificate price is £695+VAT .

Other options are available

Please call us and we can talk through the different qualification options and your development needs to help you to decide upon the best route for you and your career. Qualification prices start from £290+VAT.

