

# Consultancy Skills Course

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

Professional consulting skills for internal and external consultants

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.

Internal consultancy for performance improvement

Most consultants actually work in-house in large organisations. Internal consultancy can deliver huge savings and improvements and can save organisations millions of pounds in external consulting fees.

Become qualified

You can quickly gain the **Certificate in Management Consulting Essentials** and work towards the **Diploma in Management Consultancy**.

## Content

- Operating as a consultant
- Project management principles
- Research and data collection
- Analysis techniques
- Problem solving
- Presenting proposals
- Networking
- Advanced influencing skills
- Organisation analysis
- Organisation development techniques
- Strategic planning
- Implementing change
- Large change programmes
- Running workshops

## 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
- 10 organisational development techniques
- 11 strategy facilitation tools
- Work towards a **Certificate in Management Consulting Essentials**
- Progress and undertake the **Diploma in Management Consultancy**
- Complimentary copy of 'Consulting for Dummies' by Philip Albon (Managing Director)

## People have previously attended from:

BskyB, John Lewis, Aegon, Johnson & Johnson,  
Unilever, Ministry of Defence, BP, Marks & Spencer

**Duration:** Five day course

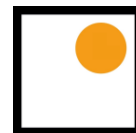
**Venue:** London Gatwick

**Course price:** £2,295 +VAT

*"Excellent course and great trainer. I have been introduced to a lot of new consultancy tools and techniques which are very valuable. The structure and content was highly relevant and hugely transferable. I will absolutely be applying my knowledge and new skills in the workplace. The service from Techniques for Change was great."*

Gemma Todd  
Professional Skills Manager





# Consultancy Skills Course

## Day one

### 1. Operating as a consultant

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

### 2. Stages in the consultancy 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 analysis

- Selecting the right methods
- Designing questionnaires
- Handling data
- Analytical techniques

### 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



# Consultancy Skills Course

## Day four

### 12. Supporting strategic and tactical planning

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

### 13. Managing large change programmes

- Change models
- Case study
- Designing change programmes
- Programme management
- Evaluating success

### 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

## Day five

### 15. The mechanics of 10 approaches to organisation development

- Total quality management
- Cost of quality analysis
- Culture change programmes
- Customer care programmes
- Benchmarking
- Employee involvement
- Priority based budgeting
- Activity analysis
- Process quality management
- Business process re-engineering

### 16. Marketing consultancy services

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

---

## Certificate in Management Consulting Essentials

After participating on our five-day Consultancy Skills Course your learning will be assessed by completing a short written assignment. Your registration period for completion is 12 months during which you will receive full support from Techniques for Change.

**Certificate registration and support price: £395 +VAT**



---

## Diploma in Management Consultancy

After completion of our five-day Consultancy Skills Course you simply need to attend/complete the following:

- Project Management course – two days
- Communicating with Impact course – two days
- Complete a diploma portfolio
- Sit diploma exam

**Diploma price: £2,200 +VAT**

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