



# 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)

**Duration:** Three day course

## 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**

*“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 





# Consulting Skills

## Day 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

### 3. Problem solving

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

## Day Two

### 4. Research, data collection and analysis

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

### 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

## Day Three

### 7. Advanced influencing skills

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

### 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

## 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.

