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Consulting Skills

Introduction:

Being an excellent consultant is just as much about having the right behavioral attitude as it is about knowledge and technique. This 5-day course in Consulting Skills offers delegates the practical skills and techniques necessary to become a top consultant utilizing the following:

- 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 organizational analysis tools
- 7 organizational development techniques
- 11 strategy facilitation tools

Suitability - Who should attend?

This course is ideal for professionals seeking to build their skills as either internal or external consultants.

Course Objectives:

- 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 – organization analysis
- Supporting strategic planning
- Managing large change programs
- Designing effective workshops
- The mechanics of 7 approaches to
- organization development
- Marketing consultancy services

Training Course Content:

Course content for this Consulting Skills course is as follows:

Day 1

- Operating as a consultant
- Stages in the consulting process
- Problem solving

Day 2

- Data collection and analysis
- project management principles
- Developing and justifying proposals
- Presenting findings and recommendations

Day 3

- Implementing change successfully
- Networking

- Influencing skills
- Identifying needs - organization analysis

Day 4

- Supporting strategic planning
- Managing large change programs
- Designing effective workshops

Day 5

- The mechanics of 7 approaches to organization development
- Marketing consultancy services