

# THE PROFESSIONAL CONSULTANT

## Face-to-Face Course Led by World Class Practitioners



*Dear Participant,*

The ability to create value and deliver change has become a 'must have' in these challenging times in the armed forces and beyond. This course enables you to transform organisations through world-class consulting frameworks.

This face-to-face 3-day course provides the skills you need to fast track your career in this exciting area. Completion of this programme (3 day course + mini case study + CMCE assignment) secures the Certificate in Management Consulting Essentials (NQF Level 5) awarded by the Institute of Consulting.

Please call me on 020-8883 1423 if you wish to discuss your requirements.

**Laura Robertson, Course Director**



### 3-Day Course Venue: Institute of Directors

116 Pall Mall, London SW1Y 5ED  
(Near Charing X Station)

**Course Timings (all days):**  
09.30 Start  
17.00 Close

### 3-DAY COURSE

#### Day 1. Core Consulting Frameworks:

- The consultancy cycle and profession
- Managing clients and their expectations
- Scoping & developing consultancy briefs
- Core analytical frameworks
- Key strategies for stakeholder management

#### Day 2. Problem Solving Tools & Techniques:

- Consultancy research & data management
- Dealing with incomplete information
- Core consultancy tools & techniques for:
  - Policy and strategy
  - Organisational development & HR
  - Risk management
  - Productivity (including lean operations)
  - Quality management
  - ICT projects
  - Performance management
- Innovation and creative problem solving
- Option appraisal
- High impact reports & presentations

#### Day 3. Achieving Results:

- Change management tools & techniques
- Developing effective partnerships
- How to secure continuous improvement
- Rescuing stuck or failing projects
- Developing a consultancy practice
- Marketing consultancy services
- Consultancy qualifications
- Developing your career as a consultant

### KEY BENEFITS

#### Comprehensive Delegate Pack:

- Complete set of course notes
- Electronic consultancy process templates
- Copies of interactive workshop records
- Access to our evolving knowledge base

#### Client Management Skills:

- Techniques to rapidly build credibility
- Persuading and dealing with difficult clients
- How to run problem solving workshops
- Professional networking

#### Tools and Techniques:

- World-class consultancy process model
- 12 tools for developing strategy & policy
- 10 organisational development techniques
- 12 ways to boost productivity
- 15 practical problem solving techniques
- 10 techniques for client research
- 12 change management frameworks

#### Real Consultancy Case Studies & Examples:

- Corporate strategy
- Competitive strategy
- Outsourcing
- Strategic marketing
- Process re-engineering
- Asset investigations
- Service reviews
- Financial analysis
- Accommodation reviews
- Restructuring
- DIP / workflow
- Mobile working
- Major ICT projects
- Feasibility studies
- Lean services
- Start-ups
- Option appraisals
- Venture capital
- Joint ventures
- Social enterprises
- Project rescue
- Turnarounds

### LEAD TUTOR



**Mark Law**  
MBA CEng FIMechE  
FCMC MCIM TVM

Mark is a seasoned strategy & general management consultant:

- London Business School MBA
- Big 6 consultancy clients
- Private & public sector clients
- £millions in client value added
- £220m+ venture capital raised
- CEO / Board level experience
- Expert team facilitator
- Consults in numerous industries
- Pioneered new OD techniques
- Complex projects & programmes
- Consults, trains and facilitates

Mark started his career in oil field exploration with Schlumberger in the North Sea, Adriatic and Mediterranean. He is a Chartered Engineer, Chartered Marketer and a Certified Value Practitioner.

Visit [www.amskills.com](http://www.amskills.com) for details or call for references.

### SOME CLIENTS



*"An excellent career transition course. Good value for money."*  
Major Alan Bishop

### Booking Form (please copy for each delegate):

Name \_\_\_\_\_

Date: [ ] 05-07 MAR 2012 [ ] 04-06 JUN 2012 [ ] 05-07 NOV 2012  
[Tick]

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### THE PROFESSIONAL CONSULTANT

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Visit [www.amskills.com/defence.htm](http://www.amskills.com/defence.htm)  
to download a booking form or  
email [laura@amskills.com](mailto:laura@amskills.com)

Fee per delegate:  
£1,500 plus 20% VAT  
(Includes full CMCE fee)



Advanced Management Skills, 4 Onslow Gardens, London N10 3JU Tel 020-8883 1423

Visit our web site at [www.amskills.com](http://www.amskills.com)

Terms and Conditions: Courses are payable in advance. In the event of course places being cancelled or deferred, 50% of the fee is payable if less than 6 weeks notice given prior to start of course and full fee if within 4 weeks. Delegate substitutes accepted. Course content subject to improvement.

Preferred supplier to the

**career transition partnership**

The Ministry of Defence  
working with  
Right Management