



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Consulting Skills

Course Specifications

Course Number: ELK88–996 | **Days:** 0.5 day(s)

Course Description

Course Objective: You will develop the necessary skills to be a successful consultant, by learning from the best: industry expert Elaine Beich. You will explore the basics of consulting and how it may affect your work and your organization. In addition, you will examine the ethics of consulting, marketing your consulting business, and how to interact with clients and other consultants.

Target Student: This course is intended for business professionals starting out in any branch of the consulting field.

Prerequisites: There are no prerequisites for this course.

Hardware Requirements

- At least 512 MB of RAM
- A Pentium® III with 500 MHz (or better), Macintosh® Intel-based, or PowerPC G4 (or better) processor
- A monitor capable of 1024 x 768 screen resolution and 32-bit color display

Software Requirements

Each computer requires the following software:

- Microsoft® Windows Vista®, Windows® XP (Professional or Home Edition), Windows® 2000, Windows® 7, or Apple® MacOS® X10.4 (or higher)
- Microsoft® Internet Explorer® 7 (or higher), Mozilla® Firefox® 2 (or higher), or Apple® Safari® 2 (or higher), with pop-up blocking turned off
- Adobe® Flash® Player 8 (current version recommended)

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify what consulting is and recent industry trends that you can use to your advantage as you work in the consulting field.
- Examine the importance of establishing and maintaining healthy client relationships, including how to conduct a successful first meeting with a client, and then how to continue to build that relationship into a partnership. You will delve even further into the topic of client relationships by identifying how to continuously improve your client relationships and how to manage those relationships after contracts end. Knowing how to expand your market will help you acquire new clients and build your customer base.

Course Content

Lesson 1: The Basics

Topic 1A: Consulting Basics

Topic 1B: Develop Skills for Success

Topic 1C: Be Aware of Business Trends

Lesson 2: Marketing, Building, and Expanding

Topic 2A: Market Yourself

Topic 2B: Foster Healthy Client Relationships

Topic 2C: Expand Your Market

Topic 2D: The Ethics of Consulting

Topic 2E: Exude Professionalism

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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