



BIZ GURU

ONTRACK CONSULTANCY

**ONLINE, ONSITE OR WEBINAR
PROFESSIONAL TRAINING**

www.BizGuruTraining.com

COURSE SUMMARY

Consulting is the provision of expert skills or advice in exchange for monetary reward. This course deals with the most common type of consulting - that of gathering information in order to make an informed recommendation, proposal or plan.

The aims of this course are to give people moving into internal or external consultancy, exposure to key consulting skills. Delegates will be given grounding in these skills as well as the opportunity to explore problems and possible solutions from an experienced business manager.

It is anticipated that this course will particularly appeal to managers who wish to move into consulting either as members of large companies or as independent consultants.

Managers who will be required to make formal proposals or prepare Feasibility Studies in a structured way will also find this course particularly useful. Computer staff working in the end-user environment will find this a useful introduction to business and technical consulting.

Learn what it takes to be a great business consultant

This course includes quizzes, detailed supporting documentation and several scenerios to test the knowledge you have learned

IWe deliver the course on line, on site on by webinar.
Prices are by application.

COURSE CONTENTS

Introduction

What is Consultancy?

The role of the Consultant

Part 1

Requirement Gathering

The Business Requirement

Part 2

Methods of gathering information

Effective meetings

Questionnaires

Walk throughs

Workshops

Prototypes

Part 3

User Requirements

What are they?

Part 4

Report Writing and Presentation

Proposal writing and presentation

Part 5

Feasibility Studies

The Business Case

User Requirement Specification

Proposals

Questionnaires

This course consists of a series of PowerPoint based sections explaining each point on the slide. There is also a very detailed PDF document providing more details and a series of scenarios and question sessions to test knowledge learned.

TRAINING GAINS

SKILLS

Learn what a consultant does and how they gather the information they need to make decisions

TOOL KIT

All the methods, processes and documents to make consultancy easier

OPTIONS

Take on site, online or by webinar

CONTACT

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