



*consultancy & development
international*



CMI Approved Centre No.10316356

MANAGEMENT CONSULTANCY AND CMI PROFESSIONAL CONSULTANCY TRAINING

Consultancy and Development International (CDI) provides management consultancy for the public and private sectors in the United Kingdom and internationally. It is also an Approved Chartered Management Institute (CMI) centre for consultancy training and mentoring for the international Certified Management Consultant (CMC) qualification.

AREAS OF CONSULTANCY EXPERIENCE

- Organisational Development
- Functional Reviews; Restructuring Change Management
- Risk Management HR (Manpower) Audit, HRM Audit
- Job Evaluation and Workforce Planning
- Business Process Improvements
- Performance Management Systems
- Outsourcing and Market Testing

PROFESSIONAL CMI CONSULTANCY TRAINING COURSES

Management Consultancy Courses leading to Chartered Management Institute and international qualifications; these are

- Essential Consultancy Skills (ECS): A foundation course that can lead to the CMI Award or Certificate in Professional Consulting- 3 days
- An Introduction to Consultancy (ITC) -1 day
- Mentoring Workshop for the International Certified Management Consultant (CMC) qualification(CMCW)- 1 day

Further details below.

THE ESSENTIAL CONSULTANCY SKILLS COURSE AND THE CMI CONSULTING QUALIFICATIONS

The ECS is a CMI recognised professional course which leads to the CMI's Award or Certificate in Professional Consulting at level 5 on the UK Government's OFQUAL recognised Qualification Credit Framework (QCF).

The course is at degree level and provides foundation level skills in management consultancy. It is intensive and highly participative. It covers theory and practice with extensive syndicate working. Case studies and role playing are included. Daily review sessions are held to reinforce learning. A comprehensive course manual together with handbooks for the CMI Modules are provided. There is a high level of mentoring is provided during and after the course.

Options - Delegates can:

- Attend the ECS alone and be given CMI certification of attendance at a recognised CMI course; or
- Undertake further post course work for the CMI's Award or Certificate in Professional Consulting (see below)

THE BENEFITS OF THE COURSE

- It identifies you as a qualified practitioner
- It could improve your career potential
- It gives you membership of the UK's CMI/IC and its extensive data base
- You gain access to the Institute of Consulting/ CMI's networks and events

THE STANDARD ECS COURSE PROGRAMME

(can be modified to meet client needs)

Day 1:

- Introductions
- The Consultancy Environment
- The Consultant's role and the profession
- Ethics and Code of Conduct
- The Consultancy Cycle
- Risk and its management
- Change Management
- Briefing for preparation work, case study and Module 1

Day 2:

- Review Day 1
- The Client Relationship
- Effective project delivery of consultancy assignments
- Briefing for preparation work, Module 2

Day 3:

- Review Day 2
- Consultancy tools and techniques
- Research methods
- Creative Thinking
- Communications for Consultants- reports, presentations, negotiating
- Briefing and mentoring arrangements for CMI qualifications
- Course critique

WHO SHOULD ATTEND?

Those wishing to enter the consultancy profession in both the private and public sectors, as external or internal consultants.

Those involved in reform, restructuring, change or business process improvement programmes.

Existing consultants who wish to obtain professional qualifications

Those who engage or manage consultants to give them an intelligent customer capability.

THE CMI'S AWARD AND CERTIFICATE IN PROFESSIONAL CONSULTING

Delegates wishing to proceed to the Award or Certificate have to complete the ECS course then undertake post course project work. This involves competing one module for the Award; and two modules for the Certificate. These modules take about 50 hours work each.

Full guidance is provided for each module in Student's Handbooks these include links to the CMI data base. Extensive mentoring support is given both during the course and after. Delegates are invited to send draft answers to the Course Director for mentoring, normally by email or face to face.

The completed answers are sent to the CMI for evaluation.

THE CHARTERED MANAGEMENT INSTITUTE, THE INSTITUTE OF CONSULTING AND INTERNATIONAL COUNCIL OF MANAGEMENT INSTITUTES

The Chartered Management Institute (CMI) - see www.managers.org.uk - is recognised by Royal Charter as the leading body for management in the UK. It has over 200000 learners working towards its various management and consultancy qualifications through over 300 centres in the UK and abroad. The CMI is the awarding body for the Award and Certificate in professional consulting, and these are monitored by the UK Government's Office for Qualifications OFQUAL.

The Institute of Consulting (IC) - see www.icon consulting.org.uk - is part of the CMI and is professional UK body for consultants and maintains the professional standards and competences for the profession. It has a code of conduct and required ongoing Continuous Professional Development (CPD). The IC is one of over 50 consultancy institutes world wide that belong to the International Council of Management

Consultancy Institutes (ICMCI) - see www.icmci.org - which sets out global standards and provides the international Certified Management Consultant (CMC) qualification. The IC awards the CMC on behalf of the ICMCI.

The CMC qualification is a competency-based qualification for consultants with about 4 years experience. It is conducted by the CMI/IC. For full details see www.icon consulting.org.uk. CDI provides a mentoring workshop for this qualification. CDI is an authorised to provide assistance for CMC candidates and is an authorised CMI mentor.

INTRODUCTION TO CONSULTANCY COURSE

This is a one day, taster course. It provides advice to delegates who are considering entering the consultancy profession on the basic aspects.

Its objectives are to provide:

- The basic aspects of consultancy
- An outline of the Consultancy Cycle
- A number of consultancy tools and techniques
- General advice on becoming a management consultant
- Advice on setting up as an independent consultant

WHO SHOULD ATTEND ?

Those who:

- Are new to management consultancy
- Wish to explore the possibility of entering consultancy
- Line managers, potential clients and other specialists who wish to have an overview of consultancy



CERTIFIED MANAGEMENT CONSULTANT WORKSHOP

This is a one day workshop to prepare candidates for the CMC assessments. It comprises a short revision of the ECS course, a briefing on the CMC procedures and a practice assessment interview.

WHO SHOULD ATTEND?

Those who:

- Wish to qualify for CMC
- Meet the CMC criteria - with at least 4 year's experience as a consultant

ABOUT CONSULTANCY AND DEVELOPMENT INTERNATIONAL

As an approved CMI Centre, consultancy & development international is authorised to provide consultancy training. It provides both consultancy and training in the UK and abroad. The courses are run in central London, elsewhere in the UK and internationally - both as open programme and as specially-tailored versions. The courses are usually small with great emphasis on individual help and tutoring. It has already successfully trained over 250 candidates for CMI consultancy certificates and 37 for the CMC qualifications.

Consultancy projects and courses are directed by Tony Lavender. He has wide consultancy and training experience, both as a Deputy Director of the Civil Service College with special responsibility for consultancy training and with over seven years consulting within the UK public sector. Since 1994 he has provided consultancy and training in the UK and abroad in over 17 countries. He is a Fellow of the Institute of Management Consulting and a Certified

Management Consultant. He is a qualified Assessor for the CMC qualification and was a UK Trustee of the International Council of Management Consultancy Institutes.

Tony Lavender is also an Associate Consultant with the UK's DFID, PwC, Public Administration International and Adam Smith International and was Director of Studies with the Royal Institute of Public Administration and Public Administration International for consultancy training. He runs consultancy courses for the CMI and IC.

CDI also conducts their course in the Midlands region of the UK with Dux Consulting Ltd - see www.duxconsulting.co.uk.

THE COURSE VENUES AND DATES

Open ECS courses are held in London and elsewhere in the UK and abroad, as required. Tailored made course can also be provided to meet specific client needs.

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