PUBLIC SECTOR CONSULTING MASTERCLASS SERIES

TRAINING MODULES

Below you'll find an outline of all the Masterclass training modules.

The modules are not sequential – they can be viewed in any order according to where you are at and what you need assistance with.

✓ indicates the module has accompanying materials [e.g. checklists, examples, guides]

WIN BUSINESS

MODULE 1: Compete successfully for government business

What we cover:
- Government procurement processes
- Pre-qualification schemes
- Managing direct approaches from clients

MODULE 2: Get to grips with a consultancy brief

What we cover:
- Interpreting client briefs
- How to deal with formal and informal briefs
- How to ensure you understand the requirements

MODULE 3: Master the art of consultancy proposals

What we cover:
- Step by step how to prepare an outstanding proposal
- Risk management from the get-go
- My number 1 tip for nailing the brief

MODULE 4: Accurately estimate costs and time

What we cover:
- How to produce an accurate quote in 5 steps
- Potential 'hidden' costs to consider
- What on-costs to include

ESTABLISH PROJECT GOVERNANCE

MODULE 5: Project governance fundamentals

What we cover:
- What is project governance?
- Why it's so important?
- 6-point project governance checklist

UNDERTAKE FIRST LEVEL BRIEFING

MODULE 6: Background briefing basics

What we cover:
- The purpose first level briefing
- The 3 key sources of information
- What to focus on
- Tips to avoid overwhelm

COMMISSION NEW INFORMATION

MODULE 7: Environmental Scans

What we cover:
- The role of environmental scans in consultancy projects
- How to conduct a rapid desktop review
- How to commission a literature review
- The value of grey literature

MODULE 8: Administer an online survey

What we cover:
- Purpose of undertaking an online survey as part of a consultancy project
- 7 steps to conduct an online survey using Survey Monkey

CONSULT STAKEHOLDERS

MODULE 9: Stakeholder consultation planning

What we cover:
- Why stakeholder consultations are so important
- 5 key reasons you need to get this right
- Common methods
- Step by step essential preparation

MODULE 10: Implement stakeholder consultations

What we cover:
- 12-point checklist for interviewing stakeholders
- Dos and don'ts of interviewing
- Strategies to hone your stakeholder consultation skills

MODULE 17: How to conduct an effective stakeholder workshop

What we cover:
- When a stakeholder workshop is appropriate
- 3 steps to organize and deliver a stakeholder workshop
- Facilitation tips
- Scribing tips

DISTILL FINDINGS

MODULE 11: How to develop credible findings

What we cover:
- What the client expects
- Key sources of information
- What exactly are findings?
- Step-by-step from a mountain of raw information to a set of credible findings

PRODUCE REPORT

MODULE 12: Report writing 101

What we cover:
- The essential 'rules' for producing an excellent report.
- How to structure the report
- How to shape recommendations
- Advice about Executive Summaries

MANAGE THE PROJECT

MODULE 13: Project management essentials

What we cover:
- Typical project lifecycle
- How to manage project scope [and scope creep]
- How to manage expectations [clients and stakeholders]
- Project time management
- The importance of flexibility [and inflexibility]

MANAGE THE BUSINESS

MODULE 14: Manage finances, compliance and administration

What we cover:
- Consulting business startup checklist – from registering the business to insurances to setting your fees [and everything else]
- Tips to avoid administration meltdown
- Establishing your brand

MODULE 15: Sub-contract to access additional expertise

What we cover:
- Why and what you can [and should] sub-contract
- Sub-contracting to other consultants
- Sub-contracting to freelancers

MODULE 16: Working with freelancers and virtual assistants

What we cover:
- The benefits of outsourcing
- What tasks to outsource
- How to use freelancer sites [including live Upwork walkthrough]
- Using Virtual Admin Assistants

WORKING WITH CLIENTS

MODULE 18: Managing Client Expectations

What we cover:
- The unique consultant/client relationship
- 6 strategies to help manage client expectations

MARKETING

MODULE 19: Marketing your public sector consulting business

What we cover:
- Marketing in the public sector context
- Why we all find it so challenging
- Marketing strategies that work and are not focused on 'selling'