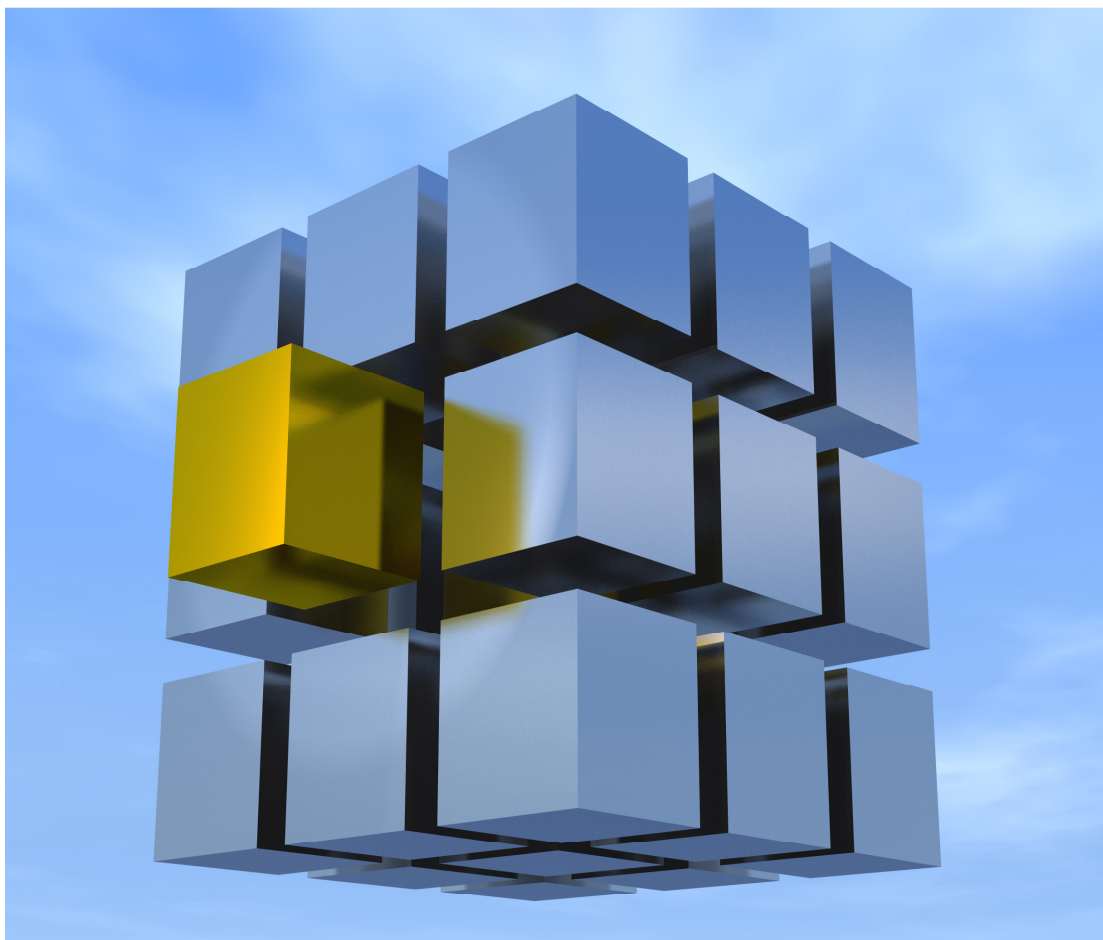


# High Intensity Training Seminars

Consultants need to keep their skills up to date and to keep abreast of the latest tools and techniques in order to remain competitive. High Intensity Training Seminars or HITS focus on closing a skills gap or enhancing performance in specific areas in a short period of time. The seminars last 3 hours.

HITS are delivered by our team of experienced tutors, all of whom are practising management consultants and are therefore well placed to offer advice and insight into how to apply new skills to enhance individual and team performance.

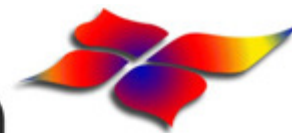


“Efficient method of covering a variety of consultancy topics”

“Good pace, good level of humour, excellent articulation of theory, examples”

“High intensity meets my requirements and disposition”

**elevation**  
Learning



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# HIGH INTENSITY TRAINING SEMINARS

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## Who should attend?

- Busy consultants who have only a limited amount of time to invest in their skills development
- Consultants wanting to expand their skills in key areas
- Practitioners who want to access new tools and techniques
- Technical specialists and service delivery professionals who may require consultancy skills in their day to day work
- Consultants, team managers or practitioners who find themselves working with complex groups or virtual teams.

## What's available?

Personal Impact	Engaging with people	Overcoming Issues
(1) Winning business	(4) Negotiation and Influencing Skills	(6) The Data Collection Meeting
(2) The Credible Consultant	(5) Running Better Workshops	(7) Using Diversity to Gain Competitive Advantage
(3) Developing Personal Effectiveness		(8) How to drive through procurement

## Why these Seminars?

At the moment consultants have less time to invest in their own development, and yet need to remain agile and competent. These seminars are designed to enable consultants to develop new techniques, skills or competencies in a short period of time. As with all our events we aim to provide practical tools and techniques that will enhance your performance as soon as you return to work.

## Who we are

We are experts in improving the people skills and performance of consultants, technical specialists and all those who operate in the professional services industry. We design and deliver development programmes for organisations in the area of consultancy and are a registered training provider for the Chartered Management Institute and the Institute of Business Consulting. Our team of tutors are all practising management consultants who understand the day to day issues and reality of working in today's complex consulting market.

## Contact Us

To reserve your place please contact Diane Davies on +44 (0) 20 8642 9568 or email us at [info@elevationlearning.co.uk](mailto:info@elevationlearning.co.uk)

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These seminars can be run in-house and be adapted to meet your specific requirements  
For more information telephone +44(0)20 8642 9568 or email [info@elevationlearning.co.uk](mailto:info@elevationlearning.co.uk)

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# HIGH INTENSITY TRAINING SEMINARS

## Personal Impact

<b>Seminar 1 – Winning Business</b>	<p>Consultants often find it challenging to articulate exactly what they can do for the client and why they should be chosen for a particular piece of work.</p> <p>In this session we will:</p> <ul style="list-style-type: none"><li>• Show you how to set out your stall and establish your “brand”</li><li>• Improve your self promotion techniques</li><li>• Teach you to create sales opportunities and convert them into profitable business</li><li>• Cover pricing</li><li>• And how to compete for business more effectively</li></ul> <p>By the end of the seminar, you should have a clear understanding of what value your specific skills and strengths bring to your potential clients, and how to be more effective in bringing in the business you want to win.</p>
<b>Seminar 2 – The Credible Consultant</b>	<p>Consultants have to be credible if they are to serve their clients well. Often they need to develop confidence and presence early in their career if they are to be acceptable and convincing.</p> <p>In this seminar you will learn how to:</p> <ul style="list-style-type: none"><li>• Avoid the traps that undermine client confidence</li><li>• Make your presence felt</li><li>• Get your message across</li><li>• Be assertive and avoid the perils of scope creep</li><li>• Deal with difficult questions and situations</li></ul> <p>By the end of the seminar, you should have increased confidence in dealing with clients and colleagues and have learned tools and techniques for handling tricky situations.</p> <p>This session is intensely practical; participants are encouraged to bring along examples of the challenging situations that confront them and learn how to handle them better.</p>
<b>Seminar 3 - Developing Personal Effectiveness</b>	<p>The consultant lifestyle is prone to long working hours and increased levels of stress. Poor time and workload management affects not just the bottom line of the practice but your health and wellbeing. When it comes to time and stress management, though, most of us know what we need to do but we rarely do it. Using a psychological and pragmatic approach, this course will focus on changing your bad working habits to create a more effective you.</p> <p>In this seminar you will learn:</p> <ul style="list-style-type: none"><li>• Why you don't do what you know you should</li><li>• What time-management techniques work for you (and those that don't)</li><li>• How to identify and change your bad habits</li><li>• How to manage your workload more efficiently</li><li>• How to set priorities (and deal with the mundane as well as the exciting)</li><li>• How to create time for the important things</li><li>• How to spot early symptoms of stress and how to deal with them</li><li>• How to build up your resistance to stress</li></ul> <p>You will leave this seminar with the tools you need and a practical action plan that will have an immediate effect on your productivity.</p>

# HIGH INTENSITY TRAINING SEMINARS

## Engaging with Groups

<b>Seminar 4 - Negotiation and Influencing Skills</b>	<p>Consultants need negotiation and influencing skills every day. This seminar aims to refresh these important tools. By the end of this seminar you will be able to:</p> <ul style="list-style-type: none"><li>• Understand your personal preferences when seeking to influence others</li><li>• Analyse influencing situations in terms of the three main components – ethos, pathos and logos</li><li>• Distinguish between push and pull styles of influencing and when they are required in consulting</li><li>• Tailor your style to the person you are trying to influence</li><li>• Follow best practice when preparing and conducting a negotiation</li><li>• Become aware of your strengths and weaknesses as a negotiator</li></ul> <p>This seminar is practical and interactive so techniques and tools can be practiced in a “safe” environment.</p>
<b>Seminar 5 - Running Effective Workshops</b>	<p>Consultants frequently are expected to be in the vanguard of creativity in whatever client setting they find themselves. Workshops are a tool in the kitbag of every consultant, but few are taught how to run them well. In this seminar you will learn:</p> <ul style="list-style-type: none"><li>• A repertoire of possible workshop activities and be introduced to a variety of practical and fun workshop tools to gather data, narrow down possibilities and make decisions in a group setting.</li><li>• How to engage in a wide range of techniques to facilitate divergent and convergent thinking amongst your participants</li><li>• How to make workshops more productive and fun</li><li>• How to lead with your own energy to help your clients achieve outputs and outcomes for which they feel much greater commitment</li></ul> <p>Good workshops accelerate project performance and increase the clients' rating of their consultants.</p>

## Overcoming Issues

<b>Seminar 6 -The Data Collection Meeting</b>	<p>Data collection is a practical skill that is used widely by consultants. Doing this proficiently is important as it is time consuming and it is an opportunity to impress the client and their staff. This seminar helps consultants conduct these meetings well. By the end of the seminar you will know:</p> <ul style="list-style-type: none"><li>• How to prepare for an effective meeting</li><li>• How to create rapport right from the start</li><li>• The different types of questions you can use to elicit information</li><li>• How to create a positive view of your project and yourself among those that you meet.</li></ul>
<b>Seminar 7 - Using Diversity to Gain Competitive Advantage</b>	<p>Working with people from different cultures can be fulfilling, educational and exciting. However, it can also lead to misunderstandings and difficulties. In this session we explore how to use diversity in groups to your advantage by:</p> <ul style="list-style-type: none"><li>• Discussing the key issues that may arise when working with diverse groups and how they can be overcome to ensure all parties contribute fully.</li><li>• Discussing how to understand the drivers and motivating factors in different groups.</li><li>• Discussing some practical business challenges such as the choice of communication media, the understanding of meaning in communication and the use of planning techniques</li></ul> <p>This course can be adapted to focus on specific cultures or organisations if required.</p>

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# HIGH INTENSITY TRAINING SEMINARS

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## **Seminar 8 - How to drive through procurement**

Consultants are encouraged to sell to the 'MAN' – the person with the Money, Need and Authority. However corporate procurement departments are increasingly gaining influence over supplier selection decisions and commercial terms and conditions. Indeed many organisations are now mandating the use of 'preferred supplier lists' for any consultancy spend. Consultants who work effectively with corporate procurement teams are likely to be more successful than those who don't. However what does 'working effectively' mean? This seminar aims to answer that question. By the end of this seminar you will:

- Appreciate the challenges facing corporate procurement functions
- Be able to spot different procurement approaches and know which strategy to adopt for each
- Understand how to cultivate a more 'strategic' relationship with corporate procurement functions
- Understand how best to respond to 'preferred supplier list' exercises

If the relationship is managed correctly then corporate procurement functions can become your best 'internal ambassadors' - learn how to make this happen

## **Course Dates\***

Seminars will be running in Central London at the following times:

### **Tuesday 7 July 2009**

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Seminar 8 - How to drive through procurement

9.30am -12.30pm

## **Contact Us**

To reserve your place please contact Diane Davies on +44 (0) 20 8642 9568 or email us at [info@elevationlearning.co.uk](mailto:info@elevationlearning.co.uk)