

# INDEX

- ABC Associates, 24–25
- Academy of Management (AOM), 66
- Adjournment, 55
- Adult seminar presentations
  - bathtub, 44
  - limited presentation space, 43
  - participant centered, problem-solving activity, 44
  - participant involvement, 42–43
  - round table problem-solving, 42
  - technical problems, 43
- American Management Association (AMA), 66
- Americans With Disabilities Act: 1990 (ADA), 52
- Analysis of competition, 27
- Arm folding exercise, 57–58
- Artificial intelligence (AI), 63
- Astute consultants, 10
- Build your consulting reputation, 67–68
- Building a consulting business, 5–6
- Business cards, 6–7
- Business consultant, 19
- Business goals, 61
- Business strategy, 1
- Career changes, 5–6
- Career transition, 15
- Cash and fear methods, 65
- Choosing your office, 1
- Climate surveys, 10–11
- CODA, 69
- Communication with clients, 5–6
- Community service clubs, 67
- Compensation information, 25–26
- Competition, 19
- Connect the dots challenge, 58–59
- Consultant job descriptions, 72
- Consultant job satisfaction, 68
- Consultant salaries, 2
- Consultant's work week, 6–7
- Consultants, 41
- Consulting marketing skills, 1
- Consulting proposals, 23
  - approaches to creating
    - consultant services proposal, 24
    - compensation information, 25–26
    - description of current situation, 25
    - description of services to implement above objectives, 25
    - guides to creating, 24–26
    - management consultant strategy for achieving objectives, 25
    - objectives for addressing business challenges, 25
    - proposal for not-for-profit, 27
    - retained revenue generating proposal/business plan for not-for-profit, 27–36
  - RFP, 23–24
- Consulting sales ability
  - potential clients, 39
  - stakeholders' needs in organization, 39–40
- Consulting skills to potential markets, 17–19

- Consulting trainer skills, 59–61
- Create a budget, 16–17
- Creative business strategies, 1
- Cultural business changes, 6
- Decision making guide, 16
- Department of Labor, 52
- Developing talent, 42
- Duality thinking, 49
- Economist, The*, 6
- Effective listening, 11–12
- Environmental consultant, 18
- Executive previews, 47
- External competitor analysis,
  - primary question for, 19–20
- Fear of changes, 38
- Financial consultant, 18
- Financial strength, 16–17
- First consulting engagement, 20–22
- Forced choice analysis, 15
- Future trends for management consulting
  - artificial intelligence, 63
  - change and “win/win” leadership consulting skills, 64–66
  - CODA, 69
  - job satisfaction for new consultants, 68
  - personal development for new consultants, 66–67
  - publishing, 68
  - reputation building for new consultancy, 67–68
- High demand consulting areas
  - handout of details and overview of workshop, 54–55
  - instructional format, 54
  - reasons for managers to attend PDW, 53–54
  - shortage of employees, 51–53
  - stakeholder needs, 53
- Human resources (HR), 53, 66
  - consultant, 18
- Ice breakers, 57–59
  - arm folding exercise, 57–58
  - connect the dots challenge, 58–59
- Implementing AI, 63
- Incumbent managers, 9
- Independent management consultant, 1
- Instructional models for training
  - consulting trainer skills, 59–61
  - ice breakers, 57–59
- Instructional skills, 41–44
- Job satisfaction for new consultants, 68
- Leadership models, 1
- Leadership skills, 9–10
- Leadership theoretical models, 11
- LinkedIn, 66
- Long-term engagement, 7
- Management consultants, 37
  - consultant’s work week, 6–7
  - roles and activities, 5–6
  - strategy for achieving objectives, 25
  - time for networking, 6
  - time for research, 6
- Management consulting tools
  - climate surveys, 10–11
  - effective listening in action, 11–12
  - essential leadership skills of managers, 9
  - leadership theoretical models, 11
  - motivates staff, 12–13
- New clients
  - executive previews, 47
  - preview preparation, 47–48
  - venue, 48–50
- New York Times*, 6
- Nontangible motivators
  - consultants, 12–13
- Not-for-profit proposal, 27

- “One-size-fits-all” specific consulting model, 1
- Operations consultant, 19
- Organization policies, 12
- Participant involvement, 42–43
- Personal development for new consultants, 66–67
- Plateaued career, 2–3
- Platform skills, 57
- Poor listening skills, 11
- Preview preparation, 47–48
- Professionals, 5
- Publishing, 68
- Re-education of management, 65
- Reputation building for new consultancy, 67–68
- Requests for Proposals (RFP), 23–24
- Retained revenue generating proposal/business plan for not-for-profit, 27–36
- Sales skills, 5–6
- Salespeople, 5, 38
- Self employed process, 15
- Short self-assessment, 10
- Shortage of employees, 51–53
- Soft sell, 48
- Soft spots, 10
- Stakeholder needs, 53
  - in organization, 39–40
- Start up business plan, 17
- Strategic consultant, 19
- Strategic thinking, 59–61
- Team leadership, 54
- Technical consultant, 18–19
- Three-part objective, 21
- Time for networking, 6
- Time for research, 6
- Time tested research, 1
- Time-tested method, 65
- Trade out, 48
- Training ice breakers, 51–53
- Unpopular policies, 12
- US Bureau of Labor Statistics, 52
- Vision and mission strategy (V & M strategy), 59–61
- Wall St. Journal*, 6
- “Win/win” leadership consulting skills, 64–66