Original

CONSULTING STRENGTHS NAVIGATOR

by
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I can...

Working with clients

- [ ] Consciously use influence skills
- [ ] Sell intangible ideas and benefits
- [ ] Ask questions that will get the information I want
- [ ] Redirect a client who has gone off on a tangent while maintaining rapport
- [ ] Build rapport with everyone on the job
- [ ] Identify and maintain relationships with gatekeepers, mavens and connectors within the organisation

Choosing the work you want

- [ ] Know what an ideal assignment looks / sounds / feels / pays like
- [ ] Know what an ideal client looks / sounds / feels / rewards like
  Know when I need to walk away from work
- [ ] Know when the client can't afford what they need
- [ ] Know when to/not to compromise my reputation for a deal

Taking a brief

- [ ] Prepare physically for the meeting
- [ ] Prepare mentally for the meeting
- [ ] Make friends with the client
- [ ] Find out what the client really wants
- [ ] Giving value while not giving away the farm
- [ ] Making it about the client and their problem, not about me

Contracting with the client

- [ ] Talk about fees
- [ ] Put together a proposal
- [ ] Create time lines and plans
- [ ] Set up performance indicators and milestones
- [ ] Make sure my solution fits with their vision and mine
- [ ] Report on progress

Planning and managing work

- [ ] Analyse client needs
- [ ] Plan activities, timetables, and resources accurately
- [ ] Calculate return on investment
- [ ] Manage the project to meet my plan
- [ ] Invoice appropriately and at the right time

Analysing

- [ ] Think critically about ideas, structures, and systems
- [ ] Analyse data me and my colleagues collect
- [ ] Work out what the client really wants to know

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I can...

Working withother consultants

- [ ] Work in a team
- [ ] Build a team
- [ ] Network across and outside my technical area
- [ ] Understand team member personality types
- [ ] Leverage team member personality types for better performance
- [ ] Create strategic alliances

Pitching for work

- [ ] When to pitch (and when not to)
- [ ] How to tailor a pitch to my audience
- [ ] Pitch the actions not the journey
- [ ] Pitch to outcomes not process
- [ ] Make the pitch client-centric not info-centric

Presenting information

- [ ] Pass on information in an entertaining and exciting way
- [ ] Write proposals, tenders, reports, marketing communications
- [ ] Weave in relevant stories and case studies
- [ ] Train others and make it stick
- [ ] Present findings – in writing or in person
- [ ] Keep the room's attention
- [ ] Prepare quickly
- [ ] Appear confident under pressure

Managing Yourself

- [ ] Manage my stress
- [ ] Manage my time
- [ ] Overcome harmful patterns in how I work
- [ ] Know how to relax
- [ ] Appear confident and calm under pressure

Dealing with Difficult Jobs

- [ ] Overcome personal conflict between clients
- [ ] Rescue a brief that won't work
- [ ] Guide the client when they don't know what they want
- [ ] Negotiate when two clients disagree
- [ ] Tell the client the project's behind the schedule

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I can...

Breaking a Contract

- [ ] Get paid when the client is folding
- [ ] Maintain business relations when the client's personality sucks
- [ ] Back out when I just don't "get" the client
- [ ] Escape ambiguity when there is more than one culture or personality to deal with

Building business while on the job

- [ ] Manage clients to meet their / my deadline
- [ ] Make sure clients get what they paid for
- [ ] Get feedback on my performance
- [ ] Review what I've achieved and where I can do better
- [ ] Make sure clients pay me
- [ ] Get references and referrals
- [ ] Get clients to help me win more and better work

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So what: Using my strengths

What I'm excellent at:

How I can capitalise on this strength:

My first step

I'll take this step by this date:

Other steps I need to take for this to happen:

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So what: A problem I would like to solve

Any problems I would like to solve:

How I can use my strengths to tackle these problems:

The first step is to

I'll take this step by this date:

Other steps in the problem fix:

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