PUBLIC SECTOR **CONSULTING ACCELERATOR**

TRAINING MODULES

Below you'll find an outline of all the PSCA 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

Compete successfully for MODULE 1: 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
- · 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
- Potential 'hidden' costs to consider
- What on-costs to include



PROJECT GOVERNANCE

— ESTABLISH —

MODULE 5: Project governance fundamentals

What we cover:

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



LEVEL BRIEFING

— UNDERTAKE FIRST -

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

Implement stakeholder



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: consultations

What we cover:

How to conduct an effective

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



MODULE 17: 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]



Sub-contract to access

additional expertise

MANAGE THE BUSINESS Manage finances, compliance **MODULE 15:**

What we cover: Consulting business startup checklist –

and administration

from registering the business to insurances

MODULE 14:

- to setting your fees [and everything else] Tips to avoid administration meltdown · Establishing your brand

- WORKING WITH CLIENTS

• The unique consultant/client relationship

MODULE 18: Managing Client Expectations



What we cover: • Why and what you can [and should] sub-

- contract Sub-contracting to other consultants Sub-contracting to freelancers



What we cover: The benefits of outsourcing

What tasks to outsource

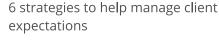
- How to use freelancer sites [including live
- Upwork walkthrough]
 - Using Virtual Admin Assistants

MODULE 19: consulting business What we cover:

Marketing your public sector

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





What we cover:

