

# advanced business advisory skills

CODE: BC3  
DURATION: 2 DAYS  
CPD HOURS: 14

## PROGRAMME OVERVIEW

Unlike the sleek, toned body you always long for (errr....just as soon as you start going to the gym again) this programme is going to get you up, active and honing those advisory skills. We work with suitably experienced\* business advisers, counsellors and mentors to gain a more in-depth understanding of those processes and skills required to address the more challenging aspects of your role and meet the nationally recognised standards of best practice. The diet starts today, not Monday. Now get down and give us twenty sit ups!

\*The recommended route for this programme is to first attend Developing Business Counselling Skills then allow time for sufficient development to take place and needs to be identified.

## OBJECTIVES

At the end of the programme you will be able to:

- Build on existing skills and knowledge
- Agree with clients the boundaries and nature of the relationship
- Develop client relationship management
- Manage meetings on client-based premises
- Manage 'group client' situations
- Assist clients to identify needs and actions
- Audit a client's current status, situation, abilities and resources
- Explore ways of meeting clients' needs and objectives
- Enable clients to develop the ability to act on their own behalf

## DAY ONE

Introduction

Why are we here?

Aims, objectives and format

Only the best need apply - part 1

Review and scoring

Only the best need apply - part 2

Presentations, review and scoring

Close (17:00)

## DAY TWO

Only the best need apply - part 3 and 4

Exercise 1, 2 and 3

Review

So, who gets the contract?

Course review and Evaluations

Close (16:30)

*"It will assist me in structuring clients meetings for their overall benefit"*

*"Another example of David's high standard of delivery"*

*"Course content very useful and relevant to current job"*

*"Most useful"*

*Excellent course, Excellent tutor - Highly recommended*

# general features

## TARGET AUDIENCE

Basically anybody involved with Business Support whether that be actively involved, involved on the periphery or just interested in becoming involved. Examples include business advisers, consultants, counsellors, mentors, coaches, trainers, network brokers, skills brokers, specialist advisers and intermediaries (e.g. accountants and solicitors). Delegates come from host organisations such as the Business Link network, local Learning & Skills Councils, regional development agencies (RDAs), enterprise agencies, chambers of commerce, training organisations, local authorities, economic development units (EDUs), banks and of course independent practitioners. You are all welcome!

## START AND FINISH TIMES

We kick off with the essential tea and coffee (caffeine!!) available from 9.15 for a prompt start at 9.30. Programmes finish around 16.00 to 16.30 but actual times may vary depending on circumstances on the day.

## CONTENT

Programmes are designed to be interactive, memorable and enjoyable. Consequently content comprises a mix of presentations, case studies, self assessment, group syndicate exercises, open discussion, videos, role play simulations, live internet feeds, best practice documentation and more. Actual content used varies from programme to programme and depends on the subject concerned. There is no pre-work to do but please let us know your background and if there is anything specific you want to achieve - we'll always do our best to help.

## WHAT'S INCLUDED?

All food and refreshments, training materials and Institute certification. We don't build rafts and paddle across rivers so no need for a wetsuit. Just bring yourself!

## STANDARDS MAPPING

All of our programmes are closely mapped to the requirements set out in the national occupational standards (SFEDI) for Business Support.

## CPD AND CERTIFICATION.

Each full day counts as 7 hours of continual professional development (CPD) which is certificated by the Institute of Business Consulting. Your personalised Institute training certificate is laminated for safe keeping and then sent directly to the person who made the original booking.

## ACCREDITATION

Each programme is available as a stand alone item or as a module of "the 5 Star Adviser", our unique Business Adviser development, assessment and accreditation programme (see page 24/25).

## PRICING

Members of the Institute of Business Consulting benefit from reduced programme rates. Please see our separate list of dates and venues for details of pricing, discounts and special offers. Prices quoted are exclusive of VAT.