keys to consultancy success

CHRIS SAVILLE · NORSAADAH ISMAIL

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We give some background to the consulting process and provide a reader's guide to the terms we use in the book

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We explore the consulting sequence including:

- Preparing the Portfolio & Service Offering
- Finding and Meeting Clients – the Marketing Process
- Presenting Yourself and Identifying Client Needs
- Designing Solutions and Preparing Proposals
- Presenting Proposals and Negotiating
- Agreeing the Specification
- Delivering the Service and Reporting
- Exiting and Sending the Invoice
- Evaluating, Maintaining Contact and Building Networks

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Chris Saville and Norsaadah Ismail
Kuala Lumpur, Malaysia 2012

Keys to Consultancy Success is a guide and source of reference for people with professional background who are working as consultants or who wish to engage in consultancy work. It provides a practical approach to the processes and procedures for consultancy work following a linear sequence starting from how to prepare for a consulting role to securing business and engagement with a client. This is a practical book that contains templates, check lists and basic advice on how to develop a consulting practice.

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Chris Saville was educated at the Grammar School, Rye, Sussex, United Kingdom. He graduated from Oxford University and was awarded his Ph.D. from the Centre for Applied Research at the University of East Anglia. In 1992, he was elected a Fellow of Royal Society of Arts and the following year as a Fellow of the Chartered Institute of Personnel and Development. He has lectured and led seminars in the UK, Germany, United States of America and Russia.

Chris Saville has had wide exposure with a range of Malaysian organisations in the private and public sectors. He provides advanced research and consultancy services and specialist development programmes, assessment and evaluation technologies. he has undertaken corruption prevention research and module development assignments for the United Nation/MACA Development Programme. He is the international advisor to the MACC Academy Board.

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She has undertaken many training programmes at both corporate organisations and universities, such as "Developing and Managing Research and Consultancy Skills", "Commercialising Research Outputs", "Tips on how to obtain your PhD" and "The making of a Consultant".

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