



HEROTEC

NETWORK PROFESSIONAL TRAINING

Consulting Skills

Related Certificate	Consulting Skills
Course ID	978-0-470-71382-2
Audience	Intermediate
Hours	24

Overview:

Offered to those using the Internet to promote their business and build a client list. It will also be adapted to include core UK business and finance information, crucial for those setting up alone. Topics such as bookkeeping and basic accountancy have been added, plus content on UK tax and how government policies affect small businesses. This new edition incorporates updated currency systems in order to cater for the UK market.

Objectives:

What's a Consultant?– Deciding to set up and finding a business direction

The Consulting Process– How to create a business proposal, analyze the data, develop recommendations, present the findings, and make sure they're implemented

Key Consulting Skills– Presenting a professional image, time-management and organization, communication skills, writing reports and presentations, using technology

Setting up your Business– setting fees, drawing up contracts, setting up a home office, keeping track of time and money, multiplying effectiveness with support services

Marketing– Promotion, getting new clients, using referrals

Plus, new information on Business reality– preparing for tax audits and general small business finance

Outlines:

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Contacts:

Address:

93 Mostafa El- Nahas St.,
Nasr City, Cairo, Egypt.

Phone Numbers:

Landline: 02 26709916 - 02 26709961

02 26706671 – 02 26706671

Fax: 02 26709957

Mobile: 002 0164010004 - 002 01288884307

E-mail:

info@herotec.net

Corporate@herotec.net

www.herotec.net