

Advisory Skills 101

Course Details

Course Meeting Times: TBD
Total Course Content: 20 hours
Course Size: 12-16 participants
Location: TBD
Course Leader: Matthew Podowitz

Course Description and Objectives

This course is intended to provide new or early-stage professional services providers with a basic level of competency in core advisory skills that underlay the successful delivery of any advisory solution. The course is comprised of four discrete modules containing approximately 20 hours of content.

The first module begins with a brief overview of what being an advisor is all about and the characteristics of successful advisors. The second, third and fourth modules address basic, intermediate and advanced skills required to participate in advisory activities. The course is highly interactive with case studies and hands-on experiential activities used throughout the course to reinforce the content presented and small “homework” assignments given between the modules to allow for more comprehensive practice of skills.

By the end of the course, participants should be able to participate comfortably in a broad range of advisory activities.

Course Content

Module 1: Introduction to Being an Advisor

1 hour What is “advising”?
1 hour Who are advisors?

Module 2: Basic Advisory Skills

1 hour Strategic Thinking
2 hours The “Classic” Advisory Approach
1 hour Listening skills
1 hour Interviewing skills

Module 3: Intermediate Advisory Skills

3 hours Building consensus
2 hours Conducting effective meetings

Module 4: Advanced Advisory Skills

3 hours Developing effective presentations
2 hours Delivering presentations with authority, part 1
3 hours Delivering presentations with authority, part 2