

# THE OVERNIGHT CONSULTANT

- *What you need to know immediately to jump-start your consulting career*
- *What you need to do tomorrow to bring in clients*
- *What you need to do long-term to manage your consulting practice*

**MARSHA D. LEWIN**

## Overnight Consultant

**Elaine Biech**

## **Overnight Consultant:**

**The Overnight Consultant** Marsha D. Lewin, 1995-10-10 What you need to know immediately to jump start your consulting career What you need to do tomorrow to bring in clients What you need to do long term to manage your consulting practice Everything you need to know to start a new career as an independent consultant overnight Has corporate life begun to seem like too narrow a fit for your talents and personality Feel like you're ready to make a go of it as an independent Has the latest wave of downsizings left you with plenty of skills but no job With The Overnight Consultant you can be confidently up and on your way to a new career as an independent consultant in as little as 24 hours This no nonsense nuts and bolts guide supplies you with a set of simple practical steps you can take to kick off a new career as an independent consultant immediately It also fills you in on what you need to know to keep the ball rolling once you've started Drawing on more than three decades of experience as a management consultant Marsha D. Lewin zeroes in on all the critical issues involved with setting up managing and growing your consulting business including Packaging your skills and marketing your services Finding clients and keeping them Setting fees and writing contracts Getting paid Organizing your business and managing your office Record keeping and accounting Getting the most out of your PC Stress management And much more The Overnight Consultant is packed with checklists that help keep you on track loaded with sample business forms that you can put to work in your practice and filled with nuggets of wisdom from successful consultants around the nation who tell you what they know about getting started and making it as an independent consultant Why wait another moment for financial independence Jump start your new career today with The Overnight Consultant

### *How to Make it Big as a Consultant*

William A. Cohen, 2009 Getting started in consulting can be a tricky prospect How much should you charge What type of language should exist in the contract How can you find clients Written by a veteran consultant with hundreds of consulting engagements to his credit How to Make it Big as a Consultant is filled with detailed advice on every aspect of starting up and maintaining a highly lucrative consulting career The book helps readers get a handle on the legal tax and insurance issues involved in setting up and running the business understand what clients really need create the structure for an assignment proposals pricing contracts scheduling market the business solve clients problems using the Harvard Case Study Method Completely updated and revised throughout the fourth edition features new chapters on developing strategies for clients leading consulting teams and more This trusted guidebook will help any aspiring reader become the kind of outstanding consultant that clients will turn to again and again

### The Consultant's Quick Start Guide

Elaine Biech, 2008-12-03 The Consultant's Quick Start Guide offers a practical approach to setting up a consulting business Throughout the guide Elaine Biech author of the best selling The Business of Consulting shares both her own secrets as well as those of numerous other successful consultants With a focus on the business side of consulting Biech takes you through a painless fill in the blanks step by step process for setting up your consulting firm New sections include Why A Consulting Career Five Reasons Why

You May Be a Good Investment How Much Will Clients Pay Your first To Do List What to call your business Creating and writing Business Plans Office Location Options Setting up your office including Furnishing Your Office and planning your Technical Needs Electronic Records including Monthly Expense Records Revenue Projections and Invoicing Staying Organized including a Session Planner Determining your market niche Creating your marketing plan Developing your website Reviewing your first year with your family Electronic resource list available online Skills And Knowledge Required of Consultants *The Business of Consulting* Elaine Biech, 2011-01-13 Designed as the go to reference for managing a consulting business The Business of Consulting is candid practical and eminently useful Fine tuned to address the changes in today s business environment this vital resource outlines the basics for managing a consulting practice and shows how to Develop a business plan Market your business Charge for your services Build a client relationship Grow the business Ensure your continued professional growth Make money in the profession **The Consultants' Survival Guide** Marsha D. Lewin, 1997-03-28 Practical advice from Marsha D Lewin On success as a consultant Over these decades of consulting the most successful consultants I ve known were self starters whose enthusiasm individualism and drive did not blend with big business norms They saw a problem identified what needed to be done and went on to solve it They didn t wait for committees to pass on the idea and to run it up the corporate ladder for serial approval On surviving in a cyclical economy Plan ahead for the inevitable downturn in the economy That s clearly the way to be in the best position to be able to endure the hard times The down cycle may not be accommodating enough however to hit us after we ve put away all the money we had planned on and will need for the future That s why advance planning strategies must be supplemented by strategies to cope with an existing economic peril And once you ve made it through the dangerous times you ll want to evaluate your situation to ensure that you adjust your strategies from survival mode to those that enable you to plan ahead until the next threat On strategy Strategies are fundamental mental and emotional underclothes visible only to you and yours Our strategic plan is the mooring the underpinning that we use as our target for the tactics with which we deal in our daily lives On controlling expenses I emphasize reviewing your expenses periodically because situations change and pricing of various options changes as well If you make decisions on a never again basis you might find you are paying way too much for the basic services and you are merely causing yourself to work harder to stay in the same place from The Consultant s Survival Guide When businesses government agencies and other organizations are faced with problems they can t solve on their own they turn to you the management consultant for expertise perspective and rational solutions But what happens when your business is threatened by forces you can t control Who helps you put your problems in perspective analyze your situation and find a remedy Is there a consultant s consultant There is now In her thirty years as a management consultant Marsha D Lewin has seen it all the booms the busts the endless uncertainties She knows that some consultants ride out the tough times with relative ease while others equally talented are quickly overwhelmed In The Consultant s Survival Guide she reveals 14

strategies that will keep your consulting practice going through good times and bad and she offers specific tactics you can use to make sure your strategies succeed. You'll learn how to cut expenses in hard times without undercutting the quality of your services. Keep your fees up and your clients smiling. Avoid giving away the store when writing a proposal. Ensure that your work produces a tangible result for clients. Use downtime to build up your business. Expand the geographical perimeters of your client base. Market your services without spending a dime. Develop and maintain a reputation as a competent, conscientious, reliable consultant. Many of the strategies and tactics you'll discover in this book will help boost your profits in any business climate. Others are rules to live by that should influence every action of your professional life. All are practical steps that you can implement easily to make your practice stronger, more profitable and more fit for survival starting today.

**Collaborative Parish Leadership** William A. Clark, Daniel Gast, 2016-12-27. These essays explore team based parish leadership theologically, sociologically and pastorally in a variety of cultures and circumstances. The result is an extended conversation both practical and deeply reflective emerging from the collaboration of theologians, social researchers, organizational development specialists and pastoral ministers. Collaborative Parish Leadership draws on the experience, strengths, challenges and insights of the long term pastoral academic partnerships out of which it has grown. These include Project INSPIRE, a pastoral team formation project sponsored by Loyola University and the Archdiocese of Chicago and funded by the Lilly Endowment Inc as part of its Sustaining Pastoral Excellence initiative. Another partner initiative is the international pastoral minister exchange Crossing Over involving several Catholic dioceses in northwest Germany and based at Ruhr Universit t Bochum. Authors of these essays have also been involved in Emerging Models of Pastoral Leadership, the Congregational Studies Team's Engaged Scholars fellowship, both also Lilly Endowment funded projects and other projects. Collaborative Parish Leadership employs practical theological methods rooted in pastoral experience and integrated with scholarly reflection. Opening essays deal with the current situation of U.S. parishes, the parish consultancy model of Project INSPIRE and a case study of several parishes that benefited from the project. The following chapters present comparative case studies of collaborative leadership in various settings: multicultural parishes in different parts of the U.S. parish clusters consolidating into single parishes using very different processes; and parishes in Chicago and Mexico City meeting similar urban challenges. Three authors associated with CrossingOver and its participating dioceses assess the general state of parish reorganization in Germany and the potential of the unique approach to team leadership taken in the French archdiocese of Poitiers. The final chapters reflect on the theology of parish leadership from pastoral and systematic perspectives and on the future needs and possibilities of collaborative approaches. Overall Collaborative Parish Leadership engages and challenges academic and pastoral leaders in diverse social and ecclesial situations, suggests multiple models for cultivating collaboration, builds connections between collaborative action and theological development.

**Nurses as Consultants** Susan L. Norwood, 1998. Norwood introduces a five phase nursing consultation process that helps nurses resolve

actual or potential problems related to client health status or health care delivery This consultation process focuses specifically on gaining entry problem identification action planning evaluation and disengagement

**Consultants & Consulting Organizations Directory** Cengage Gale,2009-05-12    **Better Software Project Management** Marsha D. Lewin,2001-11-28 A complete guide to piloting a software project to success on time and within budget This book provides novice software project managers software developers and anyone delivering reusable software with strategies for mastering the basics of directing a software project Well known management consultant Marsha Lewin uses a been there done that approach designed to solve on the job problems quickly and efficiently Learn how to get a project in motion immediately in the first chapter s quick start tutorial This comprehensive overview outlines the ins and outs of software project management including the expectations for a project manager defining the project satisfying critical needs and leading and monitoring your team These aspects of managing small to medium sized project types are detailed in the same lively colloquial style that demystifies the complexities of the discipline The author equips you with the tools to concurrently satisfy the triple constraints of schedule budget and quality within the context of risk management and highlights potential pitfalls and their solutions to assure repeated success To help you get under way and stay ahead supplemental ready to use forms formats and checklists are included along with information on Use of resources including people and budget the quality of software developed and the costs and risks Political and technical issues affecting project success Risk management methodology Shaping yourself as a leader Software development methodologies from traditional life cycle to prototyping and how they relate to software project management Testing and its role in project management Dozens of real world examples and diagrams together with a comprehensive bibliography and glossary render Better Software Project Management a crucial resource for anyone responsible for keeping software projects within budget and on schedule

**The Scientist as Consultant** Carl J. Sindermann,Thomas K. Sawyer,1997-08-21 The Scientist as Consultant provides essential insights and invaluable advice to any scientist who may be considering consulting as another career possibility Ranging from a small part time venture to a full time career move consulting at any level is ultimately shaped by you the scientist drawing from your specific interests and expertise Through the guidance of Carl J Sindermann scientist and acclaimed author of Winning the Games Scientists Play and Thomas K Sawyer vice president of a highly successful consulting firm this book will help you decide if this is the right move for you and if it is then advise you on what steps to take for a smooth transition into the prosperous career of scientific consulting

**Solving Learning and Behavior Problems of Children** Mark N. Ozer,1980

**Consultants News** ,1996    **Nursing Consultation** Susan Leslie Norwood,2003 Today s advanced practice nurses are faced with challenging and exciting new opportunities for consultation While nursing consultation has always been an integral part of the health care environment increasingly apparent and important is the need for a community perspective Revised and updated to include this new emphasis on consulting within communities Nursing Consultation continues to

provide nurses with both the theoretical background and practical strategies that are needed to successfully respond in today's health care environment Three New Chapters Communities Nurses and Consultation Team Building in Consultation and Working with Consultants Emphasizes a 5 phase process to resolve actual or potential problems related to the health status of clients or to health care delivery **How to Become a Top Consultant** Ron Tepper,1987-02-24 Ten of today's top consultants explain why and how they left the 9 to 5 grind behind built new careers and became the best in their field **Become a Top Consultant How the Experts Do it** What does it take to build a successful consulting practice Ron Tepper asked ten consultants in a diverse range of fields and found the formula to be a winning blend of skills specialized knowledge strategy and technique Now Tepper shows you how to build a consulting practice of your own simply by following the examples of these ten experts in engineering data processing government accounting management sales real estate and law **Become A Top Consultant** takes you step by step through writing and submitting superior proposals marketing your consulting services setting fees billing getting help even moonlighting You'll learn the basic concepts practices specialized skills and consulting requirements for each different field Best of all you'll identify easily with the consultants you'll meet an accountant and a sales trainer a civil engineer a football player turned headhunter personnel accountant an investment advisor who never finished college and a former real estate salesman who's now a phenomenally successful attorney They're all top consultants from all walks of life the best in the business And they all started out where you are today **Become A Top Consultant** it's like having a live panel of consulting experts at your service eager to help you launch your consulting career

Harvard Business School Core Collection Baker Library,1999 **Great Session Openers, Closers, and Energizers** Marlene Caroselli,1998 For every speaker or trainer who has ever faced a roomful of restless or reluctant learners this book is a fun filled collection of can't miss activities containing the openers closers and energizers you need to kick off each session with a bang quickly focus an audience's wandering attention and end each session on a high note You'll save hours of preparation time with these ready made easy to use activities including role plays small group exercises team tasks quizzes and much more The Journal of the Maine Medical Association ,1912 Report ,1993 **Comprehensive Handbook of Psychological Assessment, Volume 3** Stephen N. Haynes,Elaine M. Heiby,2003-09-18 In one volume the leading researchers in behavioral assessment interpret the range of issues related to behavioral tests including test development and psychometrics clinical applications ethical and legal concerns use with diverse populations computerization and the latest research Clinicians and researchers who use these instruments will find this volume invaluable as it contains the most comprehensive and up to date information available on this important aspect of practice British Medical Journal ,1892

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