

**17TH BATCH OF
CERTIFICATE PROGRAMME IN MANAGEMENT
CONSULTING (CPMC)
April - June 2018**

*For Professionals
& Students* 

Consulting Skills that gets you ahead to be



**Internal Consultant / Enterprise
External Consultant / Business Ally
Operation Executor / Transformer
People Advisory / Strategic Architect**

Offered by



Consultancy Development Centre (CDC)

(Autonomous Institution of DSIR, Ministry of Science & Technology, Govt of India)

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Consultancy Development Centre

Consultancy Development Centre (CDC) set up as an Autonomous organization of Department of Scientific & Industrial Research (DSIR), Ministry of Science and Technology, Government of India for promotion, development and strengthening of consultancy skills and capabilities in the country.

Since its inception, CDC has been in constant pursuit of its mission to attain excellence in activating, catalyzing, and invigorating the growth of consultancy profession. The Centre has emerged as a nodal agency for the development and promotion of consultancy capabilities in the country and endeavored to contribute towards the growth of consultancy services in the country, through its various programmes and activities.

Apart then CDC's other Consulting activities, for promotion of consulting skills among professionals CDC has started the Consulting education Since 2009 through delivery of Certificate Programmes in Management Consulting & Certificate Programme in Technical Consulting, Certificate Programme in Human Resource Consulting and shortly other sector specified programmes will be launched, so far Centre has delivered 42 batches of the Certificate Programmes and has benefited approx. 1000 students till date.

The Need

Consultants play an important role in the industry as well as in facilitating economic development of the country. There is a paradigm shift in the Consulting Profession in the last few decades in the country and Consulting Sector is positioning itself as one of the promising areas for Management Professionals.

Consultant is an important functionary in development of products and projects, aiding in providing optimum solutions to achieve bottom-line requirements of client organizations. The Consultants, besides having domain expertise in their area of operation, must be equipped with the knowledge of different dimensions of the job of a Management Consultant and the desirable skills to do that job with requisite perfection.

A good and sound knowledge of the requisite dimensions and skills helps not only in value addition in service delivery but also helps in brand building for the Management Consultant.

Realizing this need, CDC is offering the **“Certificate Programme in Management Consulting” (CPMC)**.

Learning Objectives of the Course

This course will equip the students for the following:

- To prepare professionals for a career in Management Consulting
- To impart basic understanding of the requirements of the profession
- To equip professionals with knowledge, skills and attitude desirable for a career in Management Consulting
- To prepare professionals working in industry, service sector, development sector and for Profit Organizations for Internal Consulting Roles within their present organizations/companies or to work as an individual consultant

Key Features of the programme

- Class room inputs by faculty having M.B.A practical consulting experience
- Facility to seek clarifications/information through e-mentoring
- Situation based activities for hands on experience e.g.: Group Presentation based on activity
- Certificate by CDC, Autonomous Institution of DSIR, Ministry of Science & Technology, Government of India completion of programme

Who Should Attend?

The programme would be ideal for professionals who:

- Are individuals inclined to have a career in Management Consulting after acquiring their educational qualifications (fresh as well as having non-consulting experience)
- Are working in industry/service sector/development sector/not for Profit organizations with the job profile as internal consultant to their own organization
- Are working at entry levels in a consulting firm Human Resources professionals who currently work in the field and wish to pursue a professional designation

Eligibility

M.B.A / M.Sc. / M.Com / M.SW / M.C.A. / ACA. / ACS. / I.C.A.I / CA / C.S/ B.E / B. Tech. / PGDM-HR / Masters in Public Policy / LLB/ M.B.B.S / B.D.S / Post Graduate in Architecture / M.Sc. (Interior design) / M. Design (Interior) / M. Pharmacy / Master in Social work / Masters in Economics / Masters in Public Health / Master in Psychotherapy and Counseling (MPC)/ Master in Rural Studies/ Master in Human Resource Management/ PGDM / PGDBA/MA in Psychology/Master in Fashion

Management/ Master in Personnel Management and Industrial Relation.

However, Post Graduates in any other discipline which is not listed in the above qualifications may also be considered eligible. **(Final year students can also apply).**

Or

Bachelor degree with equivalent qualification as mentioned above **(With two years of experience)**

Programme Fee

↔ General Category

The Programme fee is Rs. 11,800/- (Rs. 10,000 + GST @ 18% / as applicable at time of admission).

General Category - Group Concession Scheme for students

S.no	Groups	Fee Concession structure for General Category*
1	For 3 and above upto 5nos of students	10% Concession in total fee
2	For 6 upto to 10 nos of students	15% Concession in total fee
3	Above 11	20% Concession in total fee

OBC/ SC / ST Category/ Physical Handicapped

Programme fee is Rs. 8850/- (Rs. 7500 + current GST @ 18%. A candidate who claimed to be from OBC / SC/ ST/ PH category shall support his candidature by a certificate from the competent authority.

Note :

- i. Applicants shall submit the duly filled up application form along with the documents e.g.: eligibility proof (Xerox of degree, Letter from institute or Final year mark sheet if perusing final year) ,experience certificate if having diploma. The programme fee (Programme fee + GST-18%) to be paid in the form of demand draft drawn in favor of "Consultancy Development Centre", payable at New Delhi or fee can be paid via net banking or NEFT (contact programme Coordinator for the same) before the last date of submission of the application form 10th April 2018.
- ii. Fee paid once and after the shortlisting of the candidate the fee shall not be refunded.
- iii. Fee payment paid by organization towards nominating their employees for Certificate Programme are requested to submit the covering letter along with the application form and Demand draft or online payment proof stating that the payment has been made by the organization, hence the receipt shall be made in favour of the said organization.
- iv. Candidates are requested to inform if there is any change in communication address submitted to CDC at the time of admission and information shall be given CDC minimum 2 weeks prior to the scheduled examination. The address is required for dispatch of the certificates to the qualified students, otherwise CDC will not be responsible for loss of certificate and Rs. 150 will be charged for issue of duplicate certificate also speed post charges if any shall be extra as per the Indian Post rates.

About the Course

This is an instructor-led course that results in a 'Certificate Programme in Management Consulting (CPMC)'. The course is for duration of 12 weeks, with 5 classroom sessions. The contact classes shall be held at CDC, India Habitat Centre, Lodhi Road, New Delhi. The course consists of 5 modules and each module consists of:

- ↔ Pre-Reading
- ↔ Activities (situation based optimum)
- ↔ Classroom Learning
 - Concepts
 - Practical Case Studies
 - Presentations
 - Group Discussion
- ↔ Research based White Papers / Assignments

Methodology

- ↔ Duration: 20 hours (5 X 4 hours) of classroom learning
- ↔ Periodicity: Alternate weeks
- ↔ Model of Learning: Blended Learning

- ↔ Pre-Read Documents and Books (suggested readings)
- ↔ Classroom Learning
- ↔ Assignments and Case studies

Faculty

The programme will facilitate close interaction of the participants with the practicing consultants and eminent professionals from Industry, Consulting Organizations and academia. The entire process will enrich learning, and will provide a useful platform to all the participants.

Examination

All registered candidates would be expected to appear for a three hour written test (Subjective) at the end of the course. Those securing at least 50% marks (C grade) would become eligible for award of certificate by CDC.

As per CDC norms for Certificate Programmes, if participant is absent ON the day of examination or has not qualified the examination (**minimum 'C' grade is mandatory to qualify the examination**) in first attempt, in such cases ONLY ONE CHANCE IS GIVEN TO PARTICIPANTS TO TAKE EXAMINATION ALONG WITH THE NEXT BATCH'S EXAMINATION.

The information for examination dates and timings will be sent to the

participants 2 weeks prior to the scheduled examination and no other chance will be given thereafter and individual requests for postponement or pre-pone of the examination shall not be entertained. In this case if participants wish they shall for re-registration for the programme to give the examination if one time opportunity is missed.

Grading Scale

Based on the overall assessment, students will be awarded grades as mentioned below:

Grade	% of marks
A	80% and above
B	65% - 79%
C	50% - 64%

Programme Contents

- **Management Consulting- Concepts and Services & Marketing of Management Consulting Services**

(Having decided to become a management consultant, how do I market my services? How do I determine my costs and fees?)

- **The Process of Consulting and Client Management during various stages of Consulting Life Cycle**

- **Consulting Proposals and Reports**

(Writing winning proposals and effective reports are prime factors in securing a Consulting engagement and successful execution of the same)

- **Presentation Skills for a Management Consultant**

- **Verbal, Non-verbal Communication for Management Consultants**

(A Management Consultant's job involves a great deal of interaction with client during marketing as well as delivery phase of the consulting engagement, requiring Presentations on many occasions. Mastering Verbal, Nonverbal Communication and the art of making Presentations can go a long way in ensuring your success as a Management Consultant)

- **Practice Session on "Securing and delivering a Management Consulting Assignment"**

(Faculty will facilitate the participants through a Consulting Case by making them practice various activities in groups and presenting the output)

Admission Procedure

- Application form can be downloaded from the CDC website www.cdc.org.in under the "What's New" or "Courses Offered".
- Application found incomplete in any respect is liable to be rejected
- The last date is 10th April 2018 for submission of completed application form

- The List of shortlisted students shall be informed via email latest by 13th April 2018
- The first Session of the programme shall be take place on 15th April 2018 (Sunday)
- The Tentative programme schedule is available on CDC website
- A candidate who claimed to be from OBC/SC/ST/PH category shall support his candidature by a certificate from the competent authority
- Programme fee to be paid in form of Demand Draft or via net banking or NEFT and attach the screenshot of the payment made (for online payment details please contact the programme coordinator) the bank details are also given on CDC website at link of courses offered for Certificate Programme in Management Consulting.

Completed application form must be submitted along-with requisite documents as mentioned below:

- Document in support of eligibility as mentioned at page no: 4
- Participant's Adhar card no to be mentioned in the application form and attach Xerox of the Adhar card
- Kindly send your expression of Interest for the programme or queries at pooja@cdc.org.in or contact at given below telephone/mobile nos.

Duly filled-up application form along with enclosures as mentioned above to be send latest by 10th April 2018 to the given Below address:

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