



Consultancy Development Centre

16th Batch of Certificate Programme in Technical Consulting September – November 2018

Programme details		Date of the session	Duration of the session	Faculty
Registration		02. 09. 2018 Sunday	09:00 hrs. : 09:30 hrs.	At CDC premises
Orientation Session & About the programme			09:30 hrs. : 10:00 hrs.	Mr. Suresh Kumar Programme Head
Break			10:00 – 10:30	
Week - 1	Session - 1 Part -A	Overview of Technical Consulting		Faculty
Highlights	i. Types, Services, Selection methods, ii. Consulting Contracts	02. 09. 2018 Sunday	10:30 hrs. : 12:30 hrs.	Mr. Sunil Soni Consultant
Break			12:30 hrs. : 13:00 hrs.	
Session - 1 Part - B	Skills & Competencies for Technical Consulting		13:00 hrs. : 15:00 hrs (Total (4 hrs. with 30 min break)	
Highlights	Negotiations Skills, Communication & Presentation skills			

Week - 3	Session - 2	Client Interface and Management for Technical Consultant	Date of the session	Duration of the session	Faculty
Highlights		<ul style="list-style-type: none"> i. Marketing of Consulting Services ii. Client Interaction ii. Proposal Submission v. Practical Case studies 	16. 09. 2018 Sunday	10:00 hrs :14:00 hrs (4 hrs. and 15 min break)	Mr. Sunil Soni Consultant
Week - 5	Session - 3 Part-A	Proposal Preparation	Date of the session	Duration of the session	Faculty
Highlights		<ul style="list-style-type: none"> i. Technical Proposal preparation with right costing of consulting services ii. Engineering Procurement Construction (EPC) iii. Lumpsum Turnkey Jobs (LSTK) 	30. 09. 2018 Sunday		
Session -3 Part - B		Contract Management & Construction Management		10:00 hrs. 14:00 hrs. (4 hrs. and 15 min break)	
Highlights		<ul style="list-style-type: none"> i. Effective administration of contract ii. Practical approach for successful negotiations iii. Execution of a contract 			Mr. Sunil Soni Consultant

Week - 6	Session - 4	Project Management and Project Life Cycle	Date of the session	Duration of the session	Faculty
Highlights		<p><u>Knowledge to Project Management Concepts</u></p> <p>To plan, schedule, monitor and control the various activities of the project right from the award of contract till closeout. It is an effective tool for consultants to close projects without cost and time overrun.</p>	14.10.2018 Sunday	10:00 hrs. : 14:00 hrs. (4 hrs. and 15 min break)	Mr. Sunil Soni Consultant
Week - 8	Session - 5	Practical session on “Securing, Planning and Executing a Technical Consulting Project”	Date of the session	Duration of the session	Faculty
Highlights		<p>i. Delivery of Case study of understanding Technical assignment delivery phases, right from marketing of assignment till closing out.</p> <p>ii. Group presentations with active involvement of participants to provide a practical situation of implementation and execution of Technical assignment/project</p>	28.10.2018 Sunday	10:00 hrs. : 14:00 hrs. (4 hrs. and 15 min break)	Mr. Sunil Soni Consultant
Week-10	Examination	Subjective	18.11.2018 Sunday	10.00 – 13.00 (3 Hours)	<ul style="list-style-type: none"> • Result declaration - 30 days to 45 days from the date of examination. • Certificate Dispatch - 1 month from the date of result declaration

Note :

1. *Schedule of classes/sessions and schedule of examination is subject to change without notice for reasons beyond our control. However, it will be our endeavor to keep improving the content of the programme.*
2. *The examination date will be changes only if required by the organizers only.*