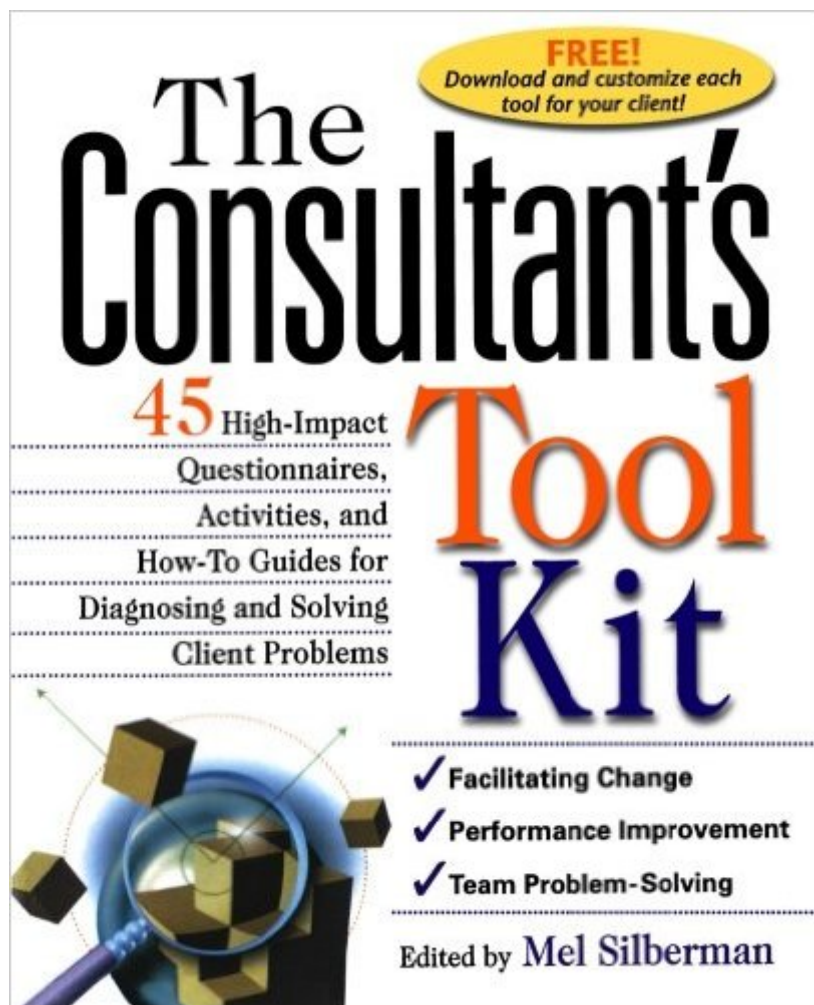# The Consultant's Toolkit: High-Impact Questionnaires, Activities And How-to Guides For Diagnosing And Solving Client Problems

Synopsis

Written and field-tested by practicing consultants, The Consultantâ ™s Tool Kit will save consultants both time and money-as it makes their work with clients much more effective. Each tool or activity is designed to solve a common consulting problem. Reproducible worksheets, exercises, and questionnaires are easily downloaded from the web and customized by consultants to fit the exact needs of each clientâ •and help them effectively implement the solutions. This collection of field-tested tools, customizable questionnaires, and techniques for working with clients provides crucial problem-solving help in areas such as: â ¢ Managing and leading change â ¢ Organizational initiatives â ¢ Assessing team and organizational functioning â ¢ Improving relationships between departments and business units â ¢ Creative problem-solving techniques Mel Silberman, Ph.D., (Princeton, NJ) is a best-selling author and editor. A professor of adult and organization development at Temple University, he is the author of Active Training.

Book Information

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Customer Reviews

The Consultant's Toolkit contains survey tools, assessments, training activities, and step-by-step procedures for organizational development projects that are practical, easy to follow, and easy to customize. Even though the book is designed for organizational development consultants, in-house training and development personnel will benefit from this book just as much as independent consultants. There are even surveys, forms, and other tools in this book that can be downloaded so users can edit and print the tools to fit their own specific company or client needs. Anyone who is

responsible for building management coaching skills, leading change, implementing 360 degree or employee surveys, building teams, and enhancing an organization's culture will find ideas they can use immediately.

I purchased this book at a conference and have been surprisingly pleased! Typically this type of book can be filled with "already know" information, but this was not! Instead I found useful tools and information. I have been in the training field for 12 years and am now a training manager for a mid-sized company in the bay area. Especially helpful are Chapter 15 (How to make use of Four Organizational Assessment Tools) by Cathleen S. Hutchison and How to Develop and Chapter 26 (How to Implement an Evaluation Strategy) by Susan Barksdale and Teri Lund. Both of these are examples of the quality and strength of the publication.

Silberman has brought together 45 different tools to help the consultant carry out a variety of projects. The book is probably due for a new edition, but many of the tools are as relevant now as they were when the book was published.Because the book's scope is broad, it's best used as a way to frame your thinking on how to solve a problem, or to suggest a summary approach to a client issue. It's a good reference to be sure you're not leaving things out that you should think about, rather than a comprehensive guide to engagement problem-solving.This is an ambitious book with lots of great ideas.Michael McLaughlin, coauthor with Jay Conrad Levinson of Guerrilla Marketing for Consultants.

you'll find a good deal of material here. silberman hasn't published much consultancy stuff since this hit the market - the fact that this book is 8 years old makes some of the content outdated. he is a dependable author though, who provides alot of practical advice. if you are looking for an author who can teach you how to train - check some of his other books. if you are looking for a full system of diagnostic tools - ready made, this is for you. many of them require modification, but that's the case with any book like this. i would also spend the money on some of alan weiss' books. in my view, they are more relavent and comprehensive.

This is a wonderful book that combines the expertise of a wide range of experts in the consulting field. Due to the different styles of the authors, the reader is bound to find several that really address their concerns.The book is a useful toolkit as it has templates that one can easily adapt to meet their needs. Most of the common consulting problems are addressed. Among the readily useable tools

are the various exercises, questionnaires and reproducible worksheets and techniques for working with clients, among others, which make this a very user friendly book that makes life easier for a consultant, particularly those like me that are relatively new to the profession.This is a well written book that is easy to follow and understand and that should be a valuable tool to both the seasoned professional and the novice. It is certainly a very valuable reference book that can be used as a checklist when delivering services.

Part of my consulting practice is to create and facilitate group learning for various situations. I enjoy leafing through this book to both remind myself of tools, techniques and concepts I have explored in the past, and also to expand my options to incorporate new material into the mix. It is a bit like hanging out with a bunch of other consultants for a day to share ideas.

This is a great book. It has contributions from 45 different authors. The contributions are too many to list but include such areas as 360 surveys, coaching, managing change, teambuilding and many more. You are also able to download many of these which allows for easy duplication. For the price it is a tremendous value. I am glad that I purchased it.

A number of years ago, I found myself without a job for the first time in my adult life. At 40, this was scary until I woke up one morning, created a subchapter-S corporation and became a consultant. This book, along with others by Peter Block, was a significant help in getting started and having the confidence to persevere for two years independently. Now I'm a consultant in a big four firm and the things I learned from this book still ring true.The templates and forms in this book are truly useful.

The Consultant's Toolkit: High-Impact Questionnaires, Activities and How-to Guides for Diagnosing and Solving Client Problems Client Teaching Guides For Home Health Care (Gorman, Client Teaching Guides for Home Health Guides) Piecing Makeover: Simple Tricks to Fine-Tune Your Patchwork Ã¢â ¬Â¢ A Guide to Diagnosing & Solving Common Problems Building AS/400 Client Server Applications: Put ODBC and Client Access APIs to Work Project Planning and Control Using Oracle Primavera P6 Versions 8.1, 8.2 & 8.3 Professional Client & Optional Client The Consultant's Big Book of Organization Development Tools : 50 Reproducible Intervention Tools to Help Solve Your Clients' Problems The Production Manager's Toolkit: Successful Production Management in Theatre and Performing Arts (The Focal Press Toolkit Series) The Technical Director's Toolkit: Process, Forms, and Philosophies for Successful Technical Direction (The Focal Press Toolkit

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