

# SOLO CONSULTANT **MASTERCLASS**

**E-BROCHURE**

JACQ HACKETT  
**CONSULTING**

# MAKING THE MOVE FROM EMPLOYMENT TO CONSULTING IS NOT ALL SMOOTH SAILING

For a variety of reasons, people choose to leave employment to go solo as a consultant. They bring with them a wealth of experience, a host of skills, as well as commitment and motivation.

But the transition can be challenging and they commonly face three major problems:

**They quickly realise they lack some of the core consulting skills they need to succeed.**

Those skills simply weren't required as an employee.

**They don't earn enough money.** They're not winning enough competitive project bids and aren't generating referrals and repeat business.

**They are on their own.** They've gone from being surrounded by colleagues and staff and support systems to being isolated. There are multiple new hats to wear and it can be really difficult to know where to get support and advice.

Enter the Solo Consultant Masterclass. It distils over seventeen years of consulting experience into a comprehensive online program for beginner consultants working in the government and community services sectors. The program follows my 9-step system:

- STEP 1** Win business
- STEP 2** Establish project governance
- STEP 3** Under take first level briefing
- STEP 4** Commission new information
- STEP 5** Consult stakeholders
- STEP 6** Distil findings
- STEP 7** Produce report
- STEP 8** Manage the project
- STEP 9** Manage the business



# MAKE THE TRANSITION FROM EMPLOYMENT TO SUCCESSFUL SOLO CONSULTANT WITH CONFIDENCE

You will receive



15 downloadable video  
modules with  
step-by-step advice,  
guidance and tips

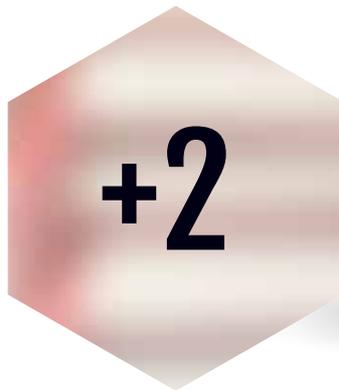


Accompanying templates  
and tools

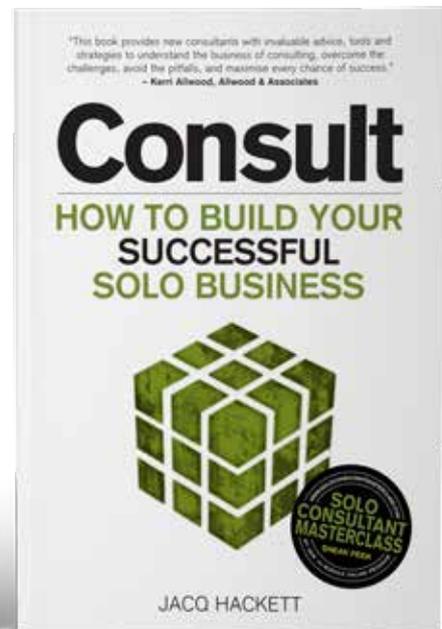
**+ A FREE COPY  
OF MY E-BOOK!**



Access to regular webinar  
Q&A sessions



2 bonus modules



# THE PROGRAM FOLLOWS MY 9-STEP SYSTEM

## STEP 1 WIN BUSINESS

### MODULE 1

Compete successfully for government business

You will be armed with information about government procurement processes so that you know how to compete for business. I cover pre-qualification schemes, tender websites as well as direct approaches from clients.

### MODULE 2

Get to grips with a consultancy brief

A consultancy brief can be a slippery thing. In this module, I give you all the information you need to decipher a brief and make sure you really understand the client's requirements.

### MODULE 3

Master the art of consultancy proposals

This is a critical skill that will stall your consulting career if not mastered quickly. This module guides you step by step through preparing a winning consultancy proposal.

### MODULE 4

Accurately estimate time and costs

I cover how to accurately estimate time and costs, so that every day you are working on your client's project is a paid day.

## STEP 2 ESTABLISH PROJECT GOVERNANCE

### MODULE 5

Project governance fundamentals

I provide a six-point project governance checklist to ensure projects run smoothly and all the important risk management strategies are in place. I also cover contractual arrangements, project and payment milestones and client communication.

## STEP 3 UNDERTAKE FIRST LEVEL BRIEFING

### MODULE 6

Background briefing basics

Here I cover first-step information gathering, from reviewing essential documentation to seeking briefings from staff and team members. It includes a segment on how to avoid information overload.

## STEP 4 COMMISSION NEW INFORMATION

### MODULE 7

Environmental scans

Here I show you how to undertake rapid desktop reviews and how to commission literature [and grey literature] reviews.

### MODULE 8

Administer an online survey

I outline how to conduct an effective online survey in 8 simple steps.

## STEP 5 CONSULT STAKEHOLDERS

### MODULE 9

Stakeholder Consultation Planning

This includes my seven-step planning process that will ensure the consultation process runs smoothly and delivers the information you need.

### MODULE 10

Implement stakeholder consultations

Here I provide you with my 12 point checklist for interviewing stakeholders, my essential list of 'dos' and 'don'ts', as well as simple strategies to hone your consultation skills.

## STEP 6 DISTILL FINDINGS

### MODULE 11

How to develop credible findings

The focus here is on one of the most complex consultancy tasks. It provides guidance about how to make sense of all of the information you have gathered, using an organizational systems approach, and shows you how to develop and test findings.



## STEP 7 PRODUCE REPORT

### MODULE 12

Report writing 101

I outline the 7 essential rules for producing an excellent report. I also cover how to structure the report, how to shape recommendations and include advice about preparing Executive Summaries.



## STEP 8 MANAGE THE PROJECT

### MODULE 13

Project management essentials

Here I guide you through project management essentials for the solo consultant. It outlines the typical project lifecycle and covers how to manage project scope [and scope creep], how to manage client and stakeholder expectations, and how to manage project timelines.



## STEP 9 MANAGE THE BUSINESS

### MODULE 14

Manage finances, compliance and administration

I provide you with the Solo Consulting Business Start Up Checklist – from registering the business to insurances to setting your fees [and everything else]. I give you 7 tips to avoid administration meltdown and also cover the importance of establishing your brand from the outset.

### MODULE 15

Sub contract to access additional expertise

This module shows you how to go about subcontracting. As a solo consultant, this will be your primary method of bringing in additional expertise or an extra pair of hands when you need it. I'll cover how to go about this, financial and contractual arrangements as well as tips for managing your relationship with sub-contractors.

## **BONUS MODULE: WORKING WITH FREELANCERS AND VIRTUAL ASSISTANTS**

Here I'll help identify tasks and functions to outsource, show where to find virtual assistants and freelancers and how to go about hiring them. There will also be special insider tips from my own Virtual Assistant (VA) on what a VA can do and how to effectively work with them to achieve value.



## **BONUS MODULE: HOW TO CONDUCT AN EFFECTIVE STAKEHOLDER WORKSHOP**

I'll guide you step-by-step through the process of planning and organising a stakeholder workshop to ensure it runs smoothly and delivers the outcome required.



# ABOUT JACQ

Following an extensive career in public-sector health agencies, Jacq Hackett made the move from employment to solo consultant in 2000 and has never looked back. Based in New South Wales, Australia, she has an extensive portfolio of consultancy projects under her belt, working across multiple agencies, services and program areas. Jacq is now on a mission to equip beginner solo consultants in the government and community services sector to build a thriving business.



## GUARANTEE

We offer a

### 30 DAY MONEY BACK GUARANTEE

If you're not fully satisfied with the course content, just let us know within 30 days and we will give you a full refund.

## MORE INFORMATION

If you'd like more information about the Solo Consultant Masterclass visit:

[WWW.SOLOCONSULTANTMASTERCLASS.COM](http://WWW.SOLOCONSULTANTMASTERCLASS.COM)

For more information about Jacq's consulting business visit:

[WWW.JACQHACKETTCONSULTING.COM](http://WWW.JACQHACKETTCONSULTING.COM)