

Making Connections

Weekly Report 6

9/24 - 9/30

In this previous week, my focus was on preparing to make cold calls to professionals in the consulting field and researching the necessary skills to become a successful consultant.

My preparation for cold calls included setting up a professional voicemail greeting and learning the proper format of approaching a professional. At first, reaching the consultant directly wasn't possible, so leaving a message was my only option. My voicemail consisted of me stating my name and purpose, and then why I chose that professional specifically to call. Finally, I left my contact information and asked the individual if there was any time that I could possibly take their interview. In total, my confidence for cold calls grew and I learned how to sound professional while talking over the telephone.

My research has taught me that becoming a competent consultant not only requires knowledge of the business, but also soft skills including clear communication, adaptability, and time management. Adaptability is one of the most important soft skills in consulting because there are often setbacks, and changes with projects, budgets, and clients, which means that a good consultant must be able to handle these situations with finesse by having an open mind and decisiveness. Clear communication is crucial in displaying your confidence and knowledge in the issue at hand, creating a positive relationship with the client, and creating effective presentations and proposals. Time management is invaluable in consulting because skilled consultants must be able to set feasible goals for the client, prioritize and delegate important tasks, create plans that will help achieve goals, and keep an organized log of important meetings and decisions.

In this coming week, the mastering of face to face communication with professionals is necessary due to the business symposium. My goal is to gain some contacts at the symposium and learn valuable information from the professionals that will be

present.