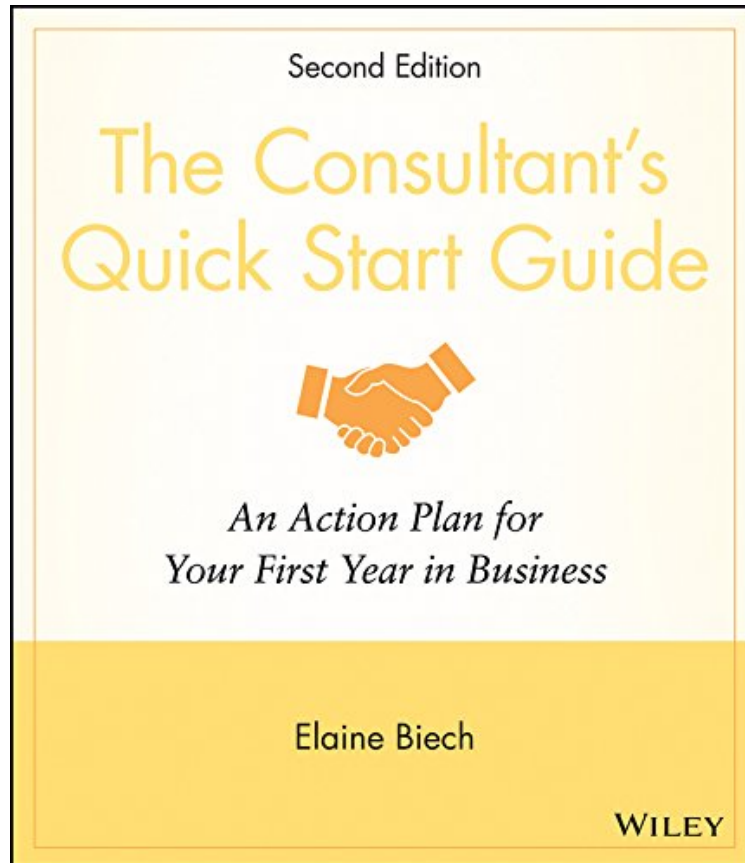


The Consultant's Quick Start Guide: An Action Plan for Your First Year in Business

Elaine Biech

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Elaine Biech : The Consultant's Quick Start Guide: An Action Plan for Your First Year in Business before purchasing it in order to gage whether or not it would be worth my time, and all praised The Consultant's Quick Start Guide: An Action Plan for Your First Year in Business:

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3 of 3 people found the following review helpful. Practical Guide by a Seasoned Consultant
By Dianna Booher Biech has provided a highly useful, comprehensive companion workbook for her earlier book: The Business of Consulting. To help those not quite sure the entrepreneurial path is for them, she offers assessments. Then she gets to the nuts-and-bolts part of the business: The book covers marketing issues, legal issues, taxes, licensing requirements and the gazillion other things small business owners need to tackle in the first year. As an experienced marketer who is known as the "consultant's consultant" in the industry, Biech understands what it takes to succeed--the long hours, the many roles a small business owner must play in the early years, and how

much networking plays in selling one's services. The templates she provides are invaluable in giving new consultants the "quick start" she promises. Such a book would have cut years off my learning curve had it been available when I started my own business decades ago. A great book from a highly successful consultant.

The Consultant's Quick Start Guide offers a practical approach to setting up a consulting business. Throughout the guide, Elaine Biech--author of the best-selling *The Business of Consulting*--shares both her own secrets as well as those of numerous other successful consultants. With a focus on the business side of consulting, Biech takes you through a painless, fill-in-the-blanks, step-by-step process for setting up your consulting firm. New sections include: Why A Consulting Career; Five Reasons Why You May Be a Good Investment How Much Will Clients Pay? Your first "To Do" List What to call your business Creating and writing Business Plans Office Location Options Setting up your office, including Furnishing Your Office and planning your Technical Needs Electronic Records, including Monthly Expense Records, Revenue Projections, and Invoicing Staying Organized, including a Session Planner Determining your market niche Creating your marketing plan Developing your website Reviewing your first year with your family Electronic resource list, available online Skills And Knowledge Required of Consultants

From the Back Cover The Consultant's Quick Start Guide Consulting can be a most rewarding career; but being good at consulting is not always enough to keep your business profitable. It is essential that you also learn the skills you need to manage your business. The second edition of *The Consultant's Quick Start Guide* is an updated revision of the book that has become the "go-to" book for all new and aspiring consultants. Written by renowned consultant and best-selling author, Elaine Biech, the book includes practical guidelines, addresses how to deliver better service through better planning, and clearly shows how to run a business more profitably and more predictably. In this second edition, Elaine Biech walks readers through an easy-to-apply, step-by-step process for setting up a consulting firm. Addressing the most recent changes to the consulting field, this new edition includes information on: Discerning how much will clients pay Making a first-things-first "To Do" list Deciding how to name your business Creating and writing successful business plans Choosing an office location and deciding how to set it up Keeping electronic records; monthly expense records, revenue projections, and invoicing Staying organized with the book's session planner Determining your market niche Creating a dynamic marketing plan and website In addition, *The Consultant's Quick Start Guide* is filled with new e-ideas; ways to use the suite of electronic tools at our fingertips to manage an efficient consulting practice. Rounding out the book are useful marketing tools, templates, illustrative examples, sample contracts and proposals; everything a new consultant needs to create a thriving business. About the Author Elaine Biech is president and managing principal of ebb associates inc, an organizational development firm that helps organizations work through large-scale change. Biech has been in the training and consulting field for thirty years and is the author and editor of four dozen books and articles, including Pfeiffer *Annuals of Training and Consulting*, *90 World-Class Activities by 90 World-Class Trainers*, *Training for Dummies*, *The Business of Consulting, Second Edition*, and *Marketing and Selling Your Consulting Services*, all published by Wiley. Biech is the recipient of ASTD's highest honor, the Gordon M. Bliss award.