

Introduction

In 1992, a pan-Commonwealth training workshop on educational consultancy in small states was organised at the University of the South Pacific's Vanuatu complex. The Vanuatu Workshop participants recommended that the materials used and the ideas exchanged at the workshop be compiled into a resource manual.

Objective and use

This manual is primarily intended for tertiary institutions in the small states of the Commonwealth. It can serve as an introduction to those interested in gaining professional knowledge of consultancy and also as a guide to those already providing consultancy services who wish to develop and enhance their existing practice and skills.

The material will also be useful to a wider audience, including ministries of education, educational practitioners and others who want to start or develop their consultancy practice and/or skills. The subject areas that could be covered for such a purpose are many, and organisations, like individual consultants, vary in their level of consultancy competence and experience. This manual can therefore only provide an introduction to key considerations. It focuses on those issues identified by the participants in the Vanuatu Workshop as critical to the development of their own institutions.

Structure

The manual is in three parts.

- Part One puts the subject matter in perspective, setting the context and focusing on the nature and scope for consultancy.
- Part Two describes the consultancy process in terms of its constituent phases and looks at the skills required for successful consulting.
- Part Three examines some of the key considerations in running or developing consultancy as a business and covers business planning, structure and administration, marketing, and management of assignments.

Case studies

Six photocopiable case studies are included; each is self-contained and each is quite individual. Together, they provide scope for users of this manual to compare and contrast a range of situations.