



HIRING A CONSULTANT

<input type="checkbox"/> Define Scope	Outline the challenges and goals for your business. Have a general idea of what areas you need assistance with. Be clear on what role you want the consultant to play.
<input type="checkbox"/> Evaluate Expertise	<p>Does the consultant have the experience you are looking for? Do their areas of expertise align with your objectives?</p> <p>Even if they have not worked on the exact type of project, look for similar experience and overall skills set that would ensure a successful partnership.</p>
<input type="checkbox"/> Gauge Transferable Skills	<p>Effective communication and relationship-building skills are vital. Gauge the consultant's ability to listen, understand your goals, and establish rapport with your team.</p> <p>Examples of other transferable skills: emotional intelligence, problem-solving, adaptability, time management, leadership, influencing, conflict resolution.</p>
<input type="checkbox"/> Understand Approach	Discuss the consultant's approach and methodology. Ensure it aligns with your organizational culture and values. Clarify how they plan to tailor their approach to meet your specific requirements.
<input type="checkbox"/> Seek Commitment	Look for someone who is genuinely passionate about their work and committed to your success.
<input type="checkbox"/> Check Client References	Inquire about their client portfolio: What industry and size companies have they worked with? What types of projects? What were the outcomes? What challenges have they encountered and how did they overcome them?
<input type="checkbox"/> Ask for Samples or a Trial Project	Not every consultant will go for this, but it's worth the ask! Some consultants understand the "try it before you buy it" approach. They may have sample workshops or other deliverables to share with you.
<input type="checkbox"/> Discuss Agreement Terms	Have a transparent discussion about the consultant's fees, payment structure, and any additional costs. Clarify project timeline, deliverables, and other terms.