

**Professional Certificates**  
Advance your career with tCI's  
professional certificate programmes



## A welcome from our Head of Training

Thank you for your interest in our Professional Certificate programmes.

The Consultation Institute has been designing and delivering training courses to organisations since 2004, providing a comprehensive range of general, specific and bespoke training, and offering standards and solutions for consultation and engagement related activity.

The Institute successfully provided a traditional classroom based face-to-face training programme which saw thousands of delegates trained in all aspects of public consultation, stakeholder engagement, methodologies and practice.

In an evolving landscape of learning and development, with the demands of our dynamic world, we continue to evolve our professional certification programmes. Our innovative approach combines the best of instructor-led learning with the self-paced flexibility of e-Learning, creating a rewarding and engaging educational experience, whilst offering networking and support opportunities with your fellow peers.

By enrolling in one of our Professional Certificate programmes, you are making a strategic investment in your personal and professional development, equipping yourself with the tools and knowledge needed to strengthen and progress your career.

We hope you find everything you need in this prospectus, however our friendly team are on hand to answer any questions you might have before enrolling.

We very much look forward to welcoming you on to a professional certificate cohort very soon.



**Martin Roach**  
Head of Training, The Consultation Institute



## Why train with us?

**We are dedicated to unlocking your potential and empowering you with the skills and expertise needed to operate to best practice standards.**

tCI's professional certificates deliver a robust training ground for individuals entering the field, whilst also offering a platform for experienced professionals to gain formal certification for their wealth of expertise.

A combination of Virtual Instructor-led Training and our online e-Learning platform allows you to balance your professional development with your busy schedule.

Widely recognised across sectors working within the field of public consultation and engagement, our programmes are structured to integrate real-world scenarios, case studies, and practical applications, ensuring that both new and experienced professionals can immediately apply what they learn in their day-to-day responsibilities.



A blended learning experience



Taught by Subject Matter Experts



Networking and support sessions



Certified learning and recognition

## Your support team

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Click on each profile image to contact



### Martin Roach

Martin is our Head of Training and is your first point of contact for enrolments and on-going support throughout the programmes. He oversees the suite of training solutions and is responsible for developing new content to meet our clients' needs.



### Martyn Beeby

Martyn is our Multimedia Content and Production Manager. He is responsible for all technological aspects of the programme, including the development of e-Learning and building your customised dashboards.



### Elena Vincent

Elena is our Marketing Manager. Highly skilled in crafting compelling narratives, Elena produces and publishes impactful case studies, student spotlights, and programme promotions. She works with students to create engaging content, ideal for promoting respective organisations, as well as their individual professional development.

## Breaking down Professional Certificates

Our Professional Certificate programmes combine several elements to create a balanced blend of learning formats.



### e-Learning

e-Learning is the ideal way to access self-paced, flexible training modules, designed to be standalone but also complement the Virtual Instructor-led Training.



### Virtual Instructor-led Training

Virtual Instructor-led Training combines the benefits of traditional classroom instruction with the flexibility of virtual environments. Participants engage in real-time sessions led by Subject Matter Experts, fostering interactive discussions, Q&A sessions, and collaborative activities.



### Support and Networking

Regular catch-up sessions with your fellow peers. This is an opportunity to network, share your learning and experience and seek further support if it's required.



### Online Assessment

Online assessment is a digital testing method where students can take exams, quizzes, or assessments. These assessments measure students' knowledge, skills, and understanding.

## Advanced Certificate in Consultation & Engagement Fast-Track

Progress your career with the end-to-end skills of a consultation and engagement professional.

This Fast-Track package is intended for those who want to complete a structured and comprehensive curriculum in an intensive 13-week programme.

Participants will be guided by Subject Matter Experts, equipping them with the tools to navigate challenges and contribute meaningfully from day one. Engage in valuable discussions, benefit from the collective wisdom of others, and build connections that last beyond the programme.

By the end of the programme, participants will have gained a technical skillset, equipping them with the confidence to navigate complex engagement and contentious consultation activities.



### A blended learning experience

A flexible, engaging, and tailored solution to meet the diverse learning needs of today's professionals



### Taught by Subject Matter Experts

Learn from experienced practitioners who will equip you with the tools to navigate challenges and contribute meaningfully



### Support and networking

Engage in valuable discussions, build connections that last beyond the programme



### Certified learning and recognition

Professional recognition that underpins your commitment to best practice standards

## At a glance

### Entry Requirements

Open to all

### Your commitment

13 weeks

### Learning required

Between 1-6 hours per week

### Assessments

Online examination

### Delivery Format

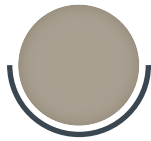
Blended learning

### Price

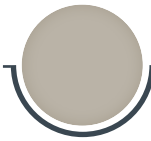
Member Rate: £1,960.00

Non-Member Rate: £2,450.00





## Phase 1



## Phase 2



## Phase 3

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**Introductory Session with our Head of Training**

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**e-Learning**  
The Consultation Charter

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**Virtual Instructor-led**  
Making Community Engagement Meaningful

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**e-Learning**  
Stakeholder Mapping for Public Consultation

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**Virtual Instructor-led**  
Preparing for a Public Consultation

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**Support and Networking session**

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**e-Learning**  
An Introduction to Co-Production

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**Virtual Instructor-led**  
Co-Production for Public Engagement and Consultation

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**Virtual Instructor-led**  
Conducting a Public Consultation

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**Your elective pathway**  
Elect three e-Learning modules to tailor your progression

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**Support and Networking session**

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**e-Learning**  
An Introduction to The Law of Equality

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**Virtual Instructor-led**  
The Law of Equality

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**Virtual Instructor-led**  
An Introduction to The Law of Consultation

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**e-Learning (optional)**  
Law of Consultation Online

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**Examination**  
Online assessment

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**Wrap-up and next steps**  
A final session with our Head of Training

## Advanced Certificate in Engagement Techniques

Designed to equip participants with the techniques for effectively engaging diverse audiences across various contexts. Whether you're in statutory public service delivery, business, or the social sector, this course will provide you with the knowledge and tools to drive collaborative decision-making.

### Key Learning Objectives

- Reframing community engagement and understanding the principles underlying various strengths-based engagement techniques
- Explore a collection of approaches for building strong, inclusive communities and driving positive social change through collaborative initiatives
- Assess the effectiveness of your engagement efforts in relation to your organisational values and strategy

### Who should enrol?

- Professionals seeking to enhance their ability to engage
- Facilitators interested in improving learner engagement and participation using different dialogical and/or deliberative techniques
- Organisers/officers, and those involved in engagement/advocacy efforts
- Anyone looking to strengthen their professional practice



#### A blended learning experience

A flexible, engaging, and tailored solution to meet the diverse learning needs of today's professionals



#### Taught by a Subject Matter Expert

Learn from an experienced practitioner who will equip you with the tools to navigate challenges and contribute meaningfully



#### Support and networking

Engage in valuable discussions, build connections that last beyond the programme



#### Certified learning and recognition

Professional recognition that underpins your commitment to best practice standards

## At a glance

### Entry Requirements

Open to all

### Your commitment

11 weeks

### Learning required

Between 1-7 hours per week

### Assessments

Project submission

### Delivery Format

Blended learning

### Price

Member Rate: £1,960.00

Non-Member Rate: £2,450.00

In partnership with

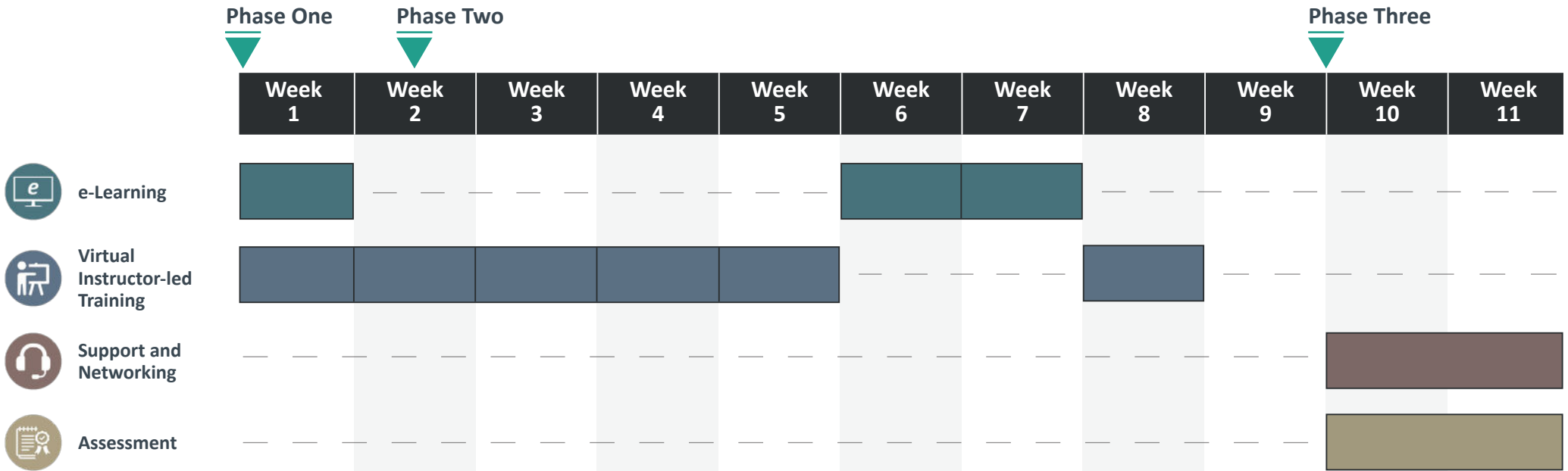






## Timeline | Advanced Certificate in Engagement Techniques

Our comprehensive 11-week training timeline is meticulously structured to ensure optimal learning and skill development. It combines e-learning modules and Virtual Instructor-led sessions, complimented with support sessions in phase 3, when assessments are to be submitted.



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## Phase 1

### Virtual Instructor-led

The reasons why we engage

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### e-Learning

Top tips for getting started with engagement

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### Reflective Learning

Begin working towards your final assessment with your student learning log



## Phase 2

### Virtual Instructor-led

World Cafes

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### Virtual Instructor-led

Citizens' Assemblies

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### Virtual Instructor-led

Appreciative Inquiry

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### Virtual Instructor-led

Participatory Budgeting

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### e-Learning

Using Artificial Intelligence (AI) for Engagement

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### e-Learning

Key Ingredients for Strong Facilitation

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### Group Tutorial

Tutor-supported design session



## Phase 3

### Assessment One

Create a business case

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### Assessment Two

Student log completion

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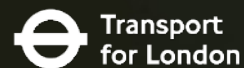
### Tutor support

A one hour personal tutorial to support and guide you

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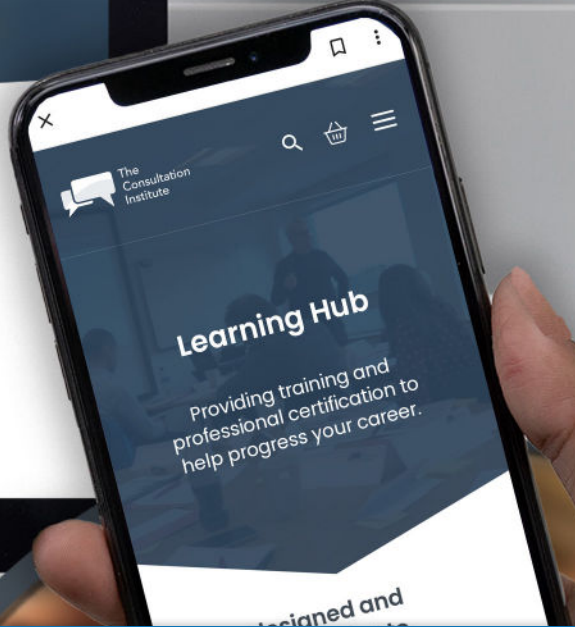
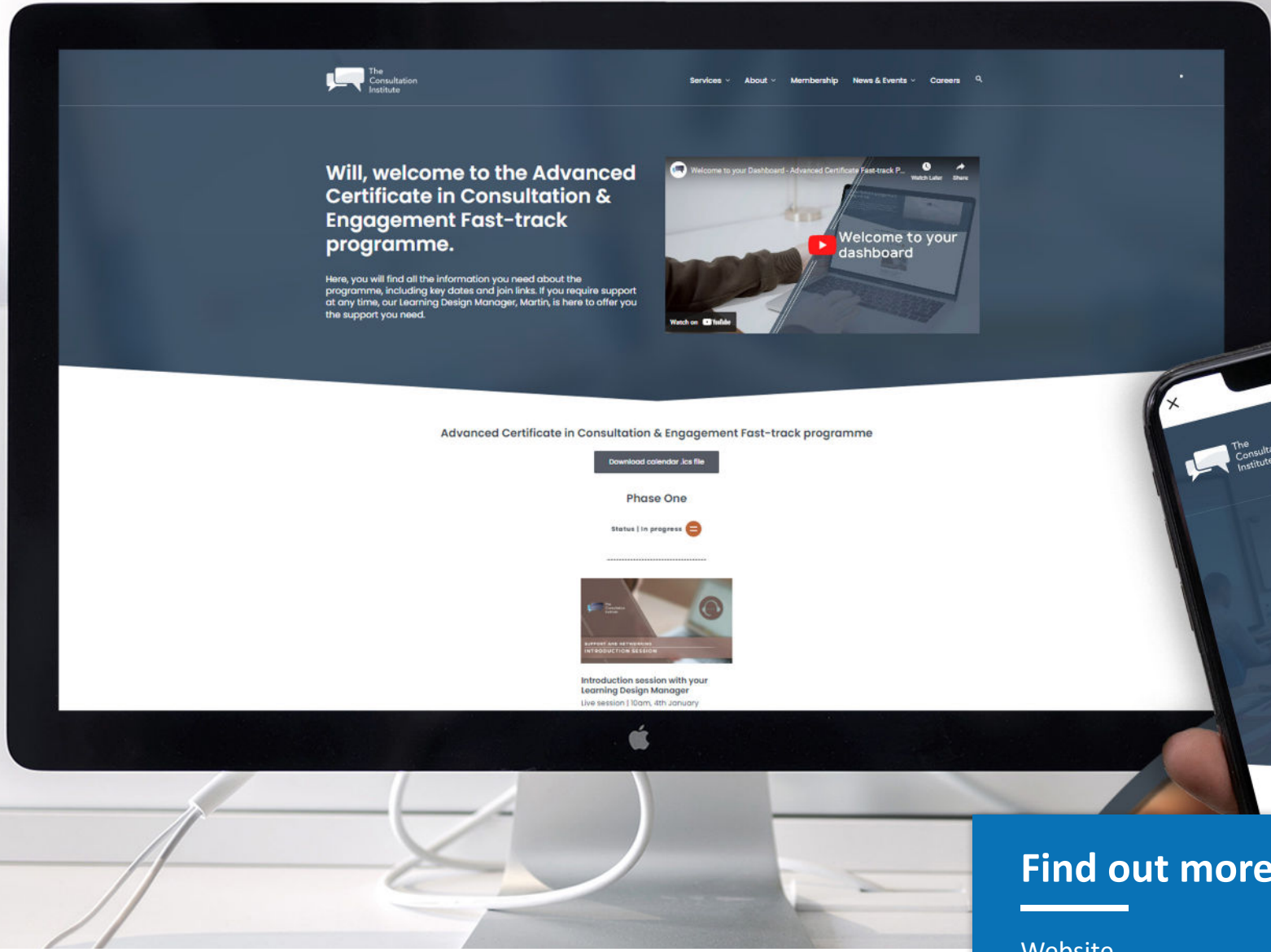


Widely recognised  
for training



"I am completely reassured that anybody who has the Advanced Certificate would know what they are doing and have a rounded, considered approach to consultation and engagement."

Rose Neville, Technical Director | Jacobs



## Find out more

[Website](#)

[Email us](#)

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