

# Internship @ CLP

[www.clp.world](http://www.clp.world)

Change, Leadership and Partners (CLP) is a global, strategic leadership consultancy based in the greater area of London. By offering leadership development and change advice, we help to build organisations, leaders and teams throughout Europe, North America & Asia.

If you are excited about working in a **high-growth company** and interested in our key service topics **Digitalization, Leadership Development and Change**, we are offering you an exciting internship at our office in Gerrards Cross.

To know more about us, visit our website at [www.clp.world](http://www.clp.world)!

As part of our **international team**, you will be responsible for **project coordination and management**. Apart from that, you will be involved in all internal processes and experience the day-to-day work of a professional consulting firm, working closely with our clients and associates.

In a nutshell:

- Full-time internship
- 2-months contract, followed by possible 1-year full-time employment
- Starting date: December 2017 / January 2018
- International, fast-paced environment

Send your CV and cover letter, or request more information from Ms. Chiara Consoli at [consoli@clp.world](mailto:consoli@clp.world) or call us at +44 (0)1753 88 2701



## EDUCATIONAL BACKGROUND

Education in Psychology, Sociology, Economics, Business Administration, Marketing is preferred but not required.



## REQUIREMENTS AND KEY SKILLS

- Administration, planning and organization skills
- Able to motivate and manage yourself
- Self-responsibility, active engagement and high commitment
- Teamwork
- Creativity and thinking out of the box
- Conceptual skills
- Analytical skills
- Communication and writing skills
- Well-developed computer skills (power point, word, excel)
- Research skills

## TASKS AND RESPONSIBILITIES

- Help with developing offers, presentations and answering clients' requests for proposal
- Background research for proposals within our key service topics Digitalization, Leadership Development and Change
- Project coordination and management, including logistics arrangements
- Conceptual and design work (e.g. building agendas)
- Contributing to general publications such as our monthly 500words series
- Working closely with our Programme Directors and our Operations Manager and supporting them in both internal (e.g. marketing) and external projects