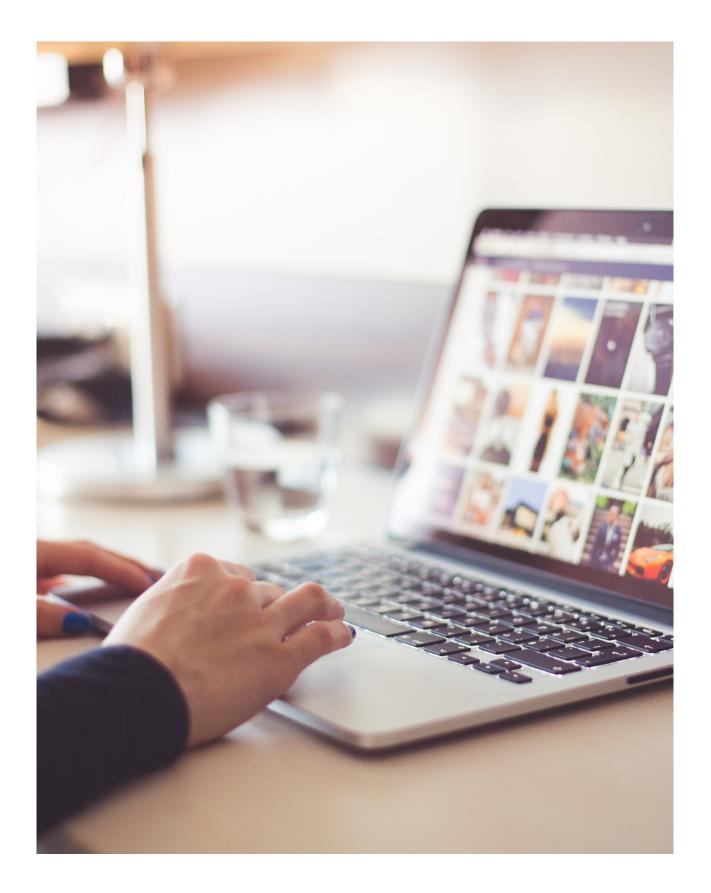# TOP 10 SKILLS THAT WILL HELP YOU OUTPERFORM AS AN SAP CONSULTANT

Be a better SAP Consultant

BY ELEARNERFLOW.COM

WELCOME TO ELEARNER FLOW!

If any one of you is striving to be the best at SAP and earn the top salaries in the world, then you need to invest in yourself and learn the skills that can take you to that level. Consultants who excel in their field and who have solid hands-on SAP experience, leadership, and creativity are highly respected in the industry.

If you want to know what it takes to become a '**Platinum consultant**' please read on.

The following key skills are required to become a good SAP Consultant.

1) Excellent technical skills
2) Good communication
3) Good Presentation
4) Project Management
5) Positive attitude and drive
6) Confidence
7) Leadership
8) Client Management
9) Expectation Management
10) Domain experience

TECHNICAL SKILLS

The internet is a vast repository of information. There are many articles and tutorials on SAP but hardly any of them actually teach you the true fundamentals in a systematic manner. Hence many people end up spending multiple years learning something that they could have done in a few months if they had taken training from a professional SAP consultant. You can avoid wasting years by investing in yourself early on in your career.

Having more skills can help you move up the career ladder quickly. You need to improve your ability to an extent where you can work independently in an SAP implementation team.
Only when you are in the top 10%, can you find the job that you want and the salary that you desire. Fortune 500 companies will be willing to hire you for a lucrative salary.

Elearnerflow has professional trainers who have worked as SAP Consultants in Fortune 500 companies for over 10 years. They have gained invaluable experience by implementing projects in countries like the USA, Canada, Germany, Netherlands, UK, Italy, Spain, India, China, etc.

COMMUNICATION SKILLS

Having the ability to clearly articulate the business process by using the right business language is very important. You need to interact with the client several times either in person or in virtual meetings during the execution of a project. When you speak, you need to talk slowly, clearly, and be audible so that others can hear and understand. Engage your audience.

There are a few best practices that we recommended for an effective meeting. You need to be prepared with your presentation before the call. You need to ensure that you join the meeting 5 minutes prior, take notes, and at the end, be able to summarize what was discussed. After the meeting, you need to share the minutes of the meeting (MOM) and keep track of the tasks listed in this MOM.

Having a communication plan in place, a cadence, and identifying the key stakeholders helps. You need to circulate the relevant information in predefined formats to the necessary stakeholders periodically. Communicate constantly and openly.

Elearnerflow offers a session where we cover this in more detail along with some extra tips.

PRESENTATION SKILLS

There are some key factors in developing a great presentation.

1) Have a clear agenda
2) Know your audience
3) Use a standardized template for the presentation
4) Reduce verbiage. Increase pictorial presentation (use, less text & more visuals)
5) Summarize the key points at the end
6) Allot some time for Q&A

Here are some additional tips for improving your presentation.

In case you are presenting a business process flow then prepare your flow diagrams in Visio software. Have confident body language. Be passionate and engaging. Maintain eye contact. In case you are nervous take a deep breath. Keep it short and to the point. Practice your presentation a few times by speaking loudly. If there are any questions that you cannot answer immediately, then let the team know that you will get back to them with answers.

Elearnerflow offers Soft Skill training specifically focused on improving your soft skills.

PROJECT MANAGEMENT SKILLS

Project Management Life Cycle has 5 distinct phases which are initiation, planning, execution, monitoring, and closure. Knowing what each of these 5 phases is and how they are related to each other is crucial. This will help you better understand project deliverables and handle tasks independently.

Knowing the above is the first step in becoming a successful project manager. Further down your career if you wish to be a project manager then having a Project Management Professional (PMP) certification helps.

I myself was not aware of the benefits of holding a PMP certification almost 10 years into my career. Like me, many others were also not aware of this in the initial phase of their career.

But we do not want YOU to miss out on such information. This is why we have a session dedicated to covering these 5 phases in detail along with how you can prepare for a PMP certification.

POSITIVE ATTITUDE AND DRIVE

Having a positive attitude is one of the most overlooked traits of a professional SAP consultant. If you have a positive attitude, you can develop a better relationship with your colleagues and build a good team spirit among them. This will help team members coming forward to help each other and work together cohesively.

An added benefit of this shows itself when the team is working under pressure and with tight timelines. It boosts the confidence of the entire team even in a difficult situation.
You need to be proactive and self-motivated.

CONFIDENCE

Being confident helps you in giving a better presentation. When you are communicating with clients, you need to be confident. This can happen only when you are strong in your subject. Learning on the job helps but you need to put in the effort to read articles related to your subject and update yourself with the latest developments in your field.

You need to prepare well before a meeting, standardize your templates for a quicker presentation. You got to be audible and clear when you are speaking or presenting. If you lack confidence then you have scope to improve your confidence levels. The more you practice the more confidence you gain.

LEADERSHIP SKILLS

The 70:20:10 Rule.

This is a rule which highlights the factors which contribute to your leadership development.

70% - On the job experience

20% - Development Relationship – e.g., receiving feedback and support from colleagues

10 % - Structured Learning

The key message from this principle is that structured learning by itself is not enough.

While challenging, assessment/feedback and support are critical ingredients for effective leadership development, they need to be supplemented

There is a saying that we don't learn from experience, we learn from reflecting on experience. Techniques such as journaling can be used to enhance the reflection process.

Leadership means not only leading the team but also taking responsibility for both your and your team's actions. Developing good leadership skills helps you grow up the career ladder.

CLIENT MANAGEMENT SKILLS

Consultants have to interact with clients on a regular basis. Some implementation projects run for multiple years. So, building a good relationship with the client is extremely important.

There are several simple things that can help boost the relationship with the client. Having a smile on your face when you are interacting, greeting people when you see them, having respect for the people and culture forms a good impression.

EXPECTATION MANAGEMENT

Setting the right expectation of the deliverables right at the beginning of a project as well as during is very crucial. Many inexperienced consultants tend to set unrealistic deadlines and over-commit their deliverables. This inevitably results in missed deadlines and can cause both your manager and clients to be unhappy.

To avoid this, you need to review the deliverables and their timelines with your manager before committing to the client. If the client's expectations are different on the deliverables, schedules, or cost, you need to discuss with them and your manager to set the right expectations. You need to have a cadence for sharing your reports along with a proper communication plan. Be transparent and honest.

There are 4 elements that are important - scope, cost, schedule, and quality. This is also known as the golden triangle. If there is a deviation in any of these, you need to keep all the relevant stakeholders informed so that corrective action can be taken.

DOMAIN EXPERIENCE

Many consultants do not really understand end-to-end business processes in an Industry. There are various business processes and scenarios like Sales to billing. Procure to Pay, Make to Stock, Make to Order, etc., which are critical to any business. But many young consultants who do not have domain experience find it difficult to understand these business processes. One needs to understand the different functions of the various departments.

Learning from an experienced trainer can provide you with the required domain knowledge even if you do not have much domain experience. Elearnerflow focuses on teaching the basic business process flows, that will help you gain a competitive edge over peers of the same experience level.

Having these 10 skills can help you grow from the current level to the next level. The good news is that if you do not have these skills, you can always learn to develop them to become a better consultant.

A Consultant who has gained over 7 years of Solid SAP experience with strong skills and knowledge will be recognized as a Platinum Consultant by SAP.

ABOUT US

eLearnerFlow is committed to being an online learning platform for SAP courses that helps you achieve your personal and professional goals. We offer training on various SAP modules at your convenience with top-notch content and well-experienced trainers.

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