

Enterprise Works - Advisor programme agreement

Name of advice recipient:

Name of advice provider:

I agree to abide by the terms included in this agreement, and understand that if these terms are not met, the relationship may be terminated.

Signature of advice recipient:

Date:

Signature of advice provider:

Date:

Confidentiality

Confidentiality is always assumed in all aspects of the relationship so we do not consider an NDA should be needed, however we know in some situations our entrepreneurs need the security of an NDA. We provide a template version for both parties to sign if required. Both parties also need to agree:

- whether they want to publicly acknowledge the advisor relationship is taking place
- how communication out of sessions takes place and
- whether other contacts are brought into the conversation.

Advisors' situation

Our advisors are often working professionals with busy professional lives. It is therefore vital that any work required for a session is completed in advance. Where work has not been able to be completed, it may be sensible to postpone the following advisory session. The relationship is not an automatic connection to the advisor's network.

Advice

Any advice received is just that and it is the responsibility of those receiving it whether or not they choose to act on it and for any results stemming from said advice.

Open and honest communication

It is only through a holistic understanding of the supported company and its current context that the best possible advice can be provided. Please be open and honest in your assessment of your situation and the problem. Confidentiality of this information is assumed as part of this agreement and an NDA template provided to give everyone the confidence to share openly.

It is common for recipients to have an idea about how a problem should be solved. We therefore request that you remain open to alternative solutions and perspectives that may result from your session, even if you choose not to follow the advice.

Change in relationship status

Over the course of the project, scenarios may present themselves that change the nature of the relationship between the advisor and recipient. Where a change in the relationship status with the advisor occurs we recommend that the relationship is terminated as advice provided must be given from an unconflicted perspective.

Feedback

At the end of your project, the advisor and recipient will be asked for feedback on the project and the partnership.

Ending the relationship

It is assumed that once the objectives are complete the relationship is concluded. Either the advisor or the recipient can terminate the relationship at any point.

Reporting and recording outcomes

It is pivotal to the continued provision of this programme that Enterprise Works receives updates on the progress and outcomes of your sessions.

We recognise that reporting can be time consuming in an environment where time is precious therefore we ask for a single paragraph summary of progress from the advice recipient after each 3rd session, and an overview of the project outcomes at the conclusion of the project. Enterprise Works will contact the recipient after a further 3, 6 and 12 months for further feedback on the value generated from the partnership.