Pre-discussion considerations

In our experience, the best advisor relationships are built on a clear understanding of the business and the project.

It is very common for recipients and advisors to rush to help and start problem solving that, inadvertently, leads to issues with the relationship and the advice provided.

Therefore, we strongly recommend that your first discussion considers these questions….

Project scope

- What are the specific parameters of this support project?
- What do you want the advisor to do as part of the project?
- Do you need to be held to account for any agreed actions?
- How long does the advisor think that the project will take to complete? Is this acceptable to both parties?
- Do you want to be challenged? To have difficult conversations?
- Do you want to be helped to solve the problem yourself, or take advice from the advisor?
- What are the outcomes that you want to achieve?
- What is the advisor not responsible for?
- How is feedback provided on work done between sessions?

Logistics

To make the most of everyone's time, it is important to agree:

- When, where, how and how frequently to meet?
- How to cancel/change plans?
- How to agree on the agenda/topics to cover at each session?
- What communication is acceptable outside of scheduled meetings?
- Who will record actions and how and when will they be reviewed?

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 [link] 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.