

Collaborating with Colleagues

You need to recraft your practice – you are moving, you are bored or want to earn more money, you'd like your practice to better align with your values, you are transitioning to independent work, etc.

How do you get advice and help around specific questions but also find ongoing support?

Build Your Network

Ask For Help

Find New Markets

Get the Word Out

Meet other IMPs

Network through professional associations

Join AAM IMP

Ask for sample documents, e.g. contracts

Look for sister industries, e.g. healthcare, other nonprofits

Stay on brand and with your core skill set

Make a website

Tell people what you're doing now

be active on social media & in pro network groups

Inform your committee networks of your new direction

Join new associations (regional and/or profession based)

Meet people at web programs, local organizations, roundtables

we know what we're doing but asking peers questions about why and how

Meet others to subcontract or build a project team

Look to other adjacent industries - education/schools/teachers for tools and ways to do things

Use LinkedIn to be an independent professional with business name, etc.

update linkedin to reflect the work you're doing!

Be active on social media

Network at professional conferences

Informational interviews

Find a mentor

Contact organizations to fill staffing gaps

Stay connected with people through email newsletters.

cold reach outs on linkedin

Facebook groups (usually for web projects)

Learn about recommended promotion tools

Collaborating with Teams

You've been part of consultant teams (good and bad) but never led one. Looking at an RFP you think, "I could try to do this alone, but it's clear they have the budget to bring in specialists. And I'd be more competitive with a team." As you think about being the lead for the first time, what are you asking yourself? Where do you turn for advice, not just for crafting the proposal and the team, but doing the work?

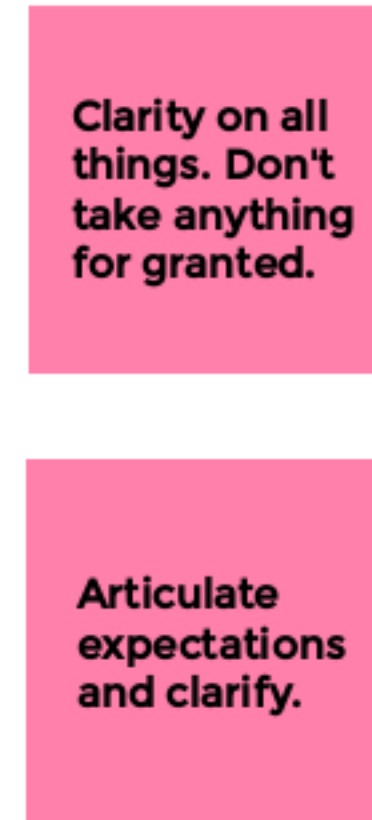
Picking the Team



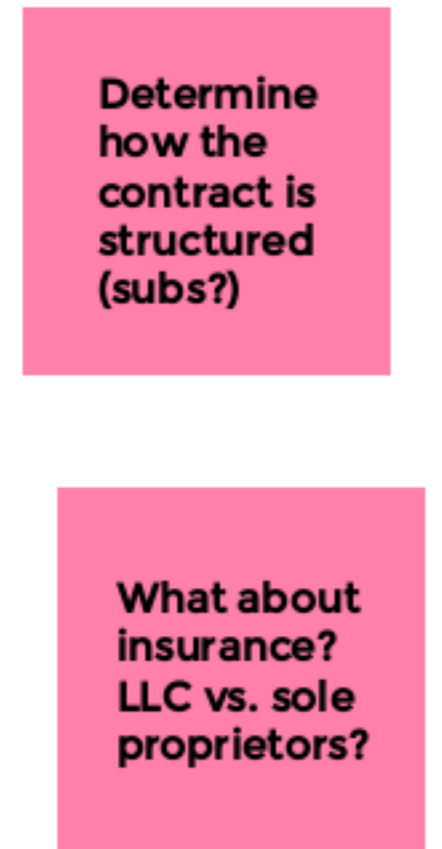
Project Management



Establish clear communication



Insurance/LLC



Collaborating with Clients

You've just been awarded a contract for a great project. You will be working with a newly-formed internal task force that hasn't worked together before.

How do you establish a positive working relationship and facilitate effective communication? How do you and the client stay on the same page throughout the process so that you are successful?

Emotional Intelligence

Figure out the existing power dynamics and try to use them. Or if they are dysfunctional, create strong alternatives.

Manage expectations

Build trust and foster positive relationships

Respect their content and value their goals

Consider the use of "I" or "we" when collaborating with clients depending on the purpose and who are you working on behalf of

Determine level of hand-holding necessary

Project Management

Use Teams, Project Management etc.

Be clear in communication, use email to have information to reference

Require on-site space if needed to improve collaboration

Check-ins on where we've been, where we are, and where we're going

Beware deadlines even when the client delivers necessary information late

Track your time--use a notebook, toggl.com, Harvest (which links to Quickbooks, etc.)

Call, but follow-up with an email

schedule weekly or bi-weekly check-ins

Figure out the best method of communication (slack, email, google docs) and ensure regular and consistent communication.

Contracts

Define the process

Beware of "scope creep"

Scope of work is your friend.

Consider whether it is project-based or better suited as part of a retainer

Be clear about deliverables, feedback due dates, and scope of work (process for change orders).