

HOW TO USE THE LISNIC TOOLKIT

We collaborated with world-leading management consultants to create the Lisnic Toolkit to help you structure your Expert sessions and find solutions for your business challenges.

Both Business Experts and Advisees can use the assets in the toolkit.

We have created 4 broad categories of resources:

- Assets to structure your Expert sessions
- Startup Founders
- Working Professionals
- Business Owners

ASSETS TO HELP YOU STRUCTURE YOUR MENTORING SESSION

Asset Category	Assets for to structure your mentoring sessions	Brief Description
Expert - Advisee mapping	Expert Data Form	To capture data about the Expert that will be used by the Advisee
Planning	Meeting Schedule Checklist	Specified date and time of the scheduled meeting and columns indicating whether it was attended to by both the parties
	Meeting Planner	To keep a track of discussions and meetings by the Advisees
Expert Advice	Industry Outlook & Upskilling Guide	To be explained primarily by the Expert (1. Roadmap of Industry, 2. Useful Skills (Now and Future), 3. How to upskill yourself)
	Problem Solving Template	To be filled collaboratively by the Expert and Advisee. (1. Framing the Problem, 2. Solution with Steps, 3. Timeline for Solution, 4. Metrics to measure success)
Feedback	Expert Feedback	To get feedback from the Expert regarding their engagement with their Advisee
	Advisee Feedback	To get feedback from the Advisee regarding their engagement with their Expert

ASSETS TO HELP START UP FOUNDERS

Asset Category	Assets for Startup Founders	Brief Description
Pre-expert advice	Goals and Issues	To be filled by the Advisee and shared with the Expert for them to understand the goals of the founder as well as a broad list of issues faced.
Startup Pitch	Pitch Deck Template	A pitch deck template for raising funds
	Business Plan Template	A lean startup business plan template
Startup Finance	Funding Requirement Calculator	A template to estimate funding requirements
	Debt and Equity Tracker	A simple template to keep track of debt expenses and ownership of shares (equity) between founders
	Financial Projections Template	A template for cost analysis (fixed and variable), future revenue projections, and relevant ratio calculation
Startup Marketing	Market Research Template	A template survey form to collect market insights
	Digital Marketing Campaigns Tracker	A template for planning and tracking Digital Marketing campaigns
Startup Hiring	Employee Agreement Templates	A Template for employee agreements
	Hiring process checklist	A checklist of steps to be followed for hiring
	Candidate evaluation matrix	A matrix to evaluate different candidates for hiring

Startup Sales	Sales Strategy Template	A sales strategy template with targets and action plan for sales
	Sales Checklist	A checklist for the sales process
	Sales Funnel Tracker	A tracker for sales leads, conversions and missed opportunities
Startup Founder	SMART Goal Setting	Explanation of Buffet's 25/5 principle, the SMART goal setting framework and a template for the same
	Time Management Tools	Explanation of the techniques such as 1-3-5, GTD, Pomodoro, Pareto
	Structuring Ideas	Explanation of techniques such as Pyramid Principle and MECE

ASSETS TO HELP BUSINESS OWNERS

Asset Category	Assets for Business Owners	Brief Description
Pre-expert advice	Goals and Issues	To be filled by the Advisee and shared with the Expert for them to understand the goals of the founder as well as a broad list of issues faced.
People	Ideal Employee Checklist	A checklist of demonstrated behaviours for an ideal employee
	A-Team roadmap	A guide to get the best out of the team
	Employees Productivity Tracker	A tracker for team to monitor and improve their productivity
Planning	Effective Decision-making Flowchart	Multiple situational questions to make an effective decision
	Project action plan	An action plan template for a new project (planning, executing, analysing)
Marketing	Customer Segmentation, Targeting and Positioning	A target customer analysis template
	Product Launch Checklist	A checklist to consider while launching a new product

	Marketing Campaign Tracker	Keeping track of my marketing efforts and their effectiveness
Operations	Capacity Update Template	Understand the scope of my resources: team, physical and monetary assets
	Risk Assessment Template	Assessing the risk for a new project
	Kaizen (Continuous Improvement) Checklist	A checklist to continuously improve operations
	Retrospective Experiment Template	An agile methodology template for improving work systems
Finance	Budget Proposal Template	Monthly/annual expenses and planning ahead
	Profit-Loss Analysis Template	For any new project and overall
Communication	Upward/Downward Communication	A checklist for formal communication within the organisation
	Team communication checklist	Template for sending instructions to my team for a project/meeting/workday
Strategy	Competitive Analysis Matrix	Figuring out the competitive landscape
	Trouble Shooting Roadmap	Potential strategic issues in my business and their possible solutions
	Strategy Feasibility Checklist	Assessing the feasibility of my strategy with respect to the resources I have
	Sustainability Checklist	Taking my business towards sustainability through identification of gaps

ASSETS TO HELP WORKING PROFESSIONALS

Asset Category	Assets for Working Professionals	Brief Description
Pre-expert advice	Goals and Issues	To be filled by the Advisee and shared with the Expert for them to understand the goals of the founder as well as a broad list of issues faced.
Working effectively	Effective Meeting Notes Template	Structuring meeting notes effectively
	Work-Productivity Tracker	Tracking how productive I am at work and where I am losing time
	SMART Goal Setting	Explanation of Buffet's 25/5 principle, the SMART goal setting framework and a template for the same
	Effective Time Management Tools	Explanation of the techniques such as 1-3-5, GTD, Pomodoro, Pareto
	Daily/Weekly agenda checklist	Planning for the day and week
	Issue Tracking Template	Identifying the hurdles I face in delivering work in my routine
Career Growth	Career Development Plan Template	<ul style="list-style-type: none"> a. Where I see myself in 10 years: Charting out my professional goals; b. Identifying and analysing how I am doing on various parameters in my career and what things would I want to change; c. List of opportunities and limitations for future and analysis of pros and cons.
	Job Satisfaction Tracker	<ul style="list-style-type: none"> a. Assessing if the Job is fulfilling (Cost-Benefit analysis) b. Mapping out ways to make necessary changes c. Analysing the Pros and Cons of taking the leap
	Curriculum Vitae Template	A template to make an effective, structured CV
Leadership	Team Player Checklist	A checklist of items for being a great team player
	Team Leader Checklist	A checklist of items for being a great team leader
Wellbeing at work	Work-Stress Management Template	Identifying the causes and figuring out ways to deal with it

	Basic Health Tracker	Physical/Mental health status checklist
Moving up	Key habits of my dream role	Identifying the key habits of a successful person in my dream job
	Growing my professional network	A checklist of activities to grow my social capital
	Staying relevant and irreplaceable	Identifying skills that will be required in my field in the future and figuring out ways to stay relevant and irreplaceable