FINANCIAL PLANNING WEEK

8-12 MAY 2017

CISI CHARTERED INSTITUTE FOR SECURITIES & INVESTMENT | 25 YEARS

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Financial Planning Surgeries – A Guide for Firms

What should happen during a Financial Planning Surgery?

The format of the session is very much down to the individual firm or CFP™ professional to operate in line with your own business processes. The CISI envisages that a surgery will take a very similar to that of an initial meeting you would set up with any prospective client who had approached you directly.

The CISI suggests the following pointers:

- ✓ The key aim is to offer the enquirer the opportunity to discover what a genuine financial planning process looks and feels like, to ask questions and get information and guidance on how they can improve their financial situation. The decision as to whether or not you will use cash flow modelling to talk through scenarios is yours to make, but would be encouraged wherever possible.
- ✓ Consider using some kind of pre-meeting questionnaire. If you don't have one that you would typically check out TruthLite (**financialplanning.org.uk/Wayfinder/Prestwood-Financial-Planning-Tool**). It's a free of charge, basic version of Truth Software which is provided by Prestwood.
- ✓ Be prepared to discuss particular issues that will be raised by the enquirer at the meeting.
- ✓ The surgery should last around one hour and can be face to face, by phone or skype.
- ✓ Surgeries are not intended to provide regulated investment advice.

In advance of your meeting:

You may wish to send an email to the enquirer with the following details:

1. A link to this "What to expect from a financial planning surgery"
   financialplanning.org.uk/Wayfinder/what-expect-financial-planning-surgery-meeting
2. A link to Truth Lite, the basic version of planning software
   financialplanning.org.uk/Wayfinder/Prestwood-Financial-Planning-Tool
3. A link to the 'CISI Financial Planning Week feedback form' that we'd like them to complete once they've attended the surgery (**cisi.org/fpwfeedback**)

What about following up?

This is your decision. If you feel that it is appropriate and that the individual or couple might fit your client profile, should you wish to follow up with them after the meeting you are welcome to do, as long as you have obtained their consent at the meeting or otherwise. You are under no obligation to do so.

What's happening

Join the conversation using **#FPWUK** – send us your photos and messages. Follow us on **@CISI** and **@WayfinderCISI**

"Like" our **@CISIWayfinder Facebook** page, and join in the discussions and comments

Send us your photos of **#FPWUK @the_cisi**

Follow the CISI on LinkedIn **cisi.org/linkedin**

Have a query? Get in touch by contacting us at **fpweek@cisi.org**

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