



Thank you for your interest!

Information Package

We are proud to introduce ***HR Alternatives’ Executive Forums***. This membership offers you **outside, independent, and totally objective thinking partners!** Utilize this group to brainstorm strategies and to see issues from a different perspective – to discuss those work related situations that you’ve been struggling with or to enhance your professional development. We welcome you to join our partnership working for a more enjoyable work life and greater success.

The enclosed information explains how we work together. If you have questions or need additional information, please call *Jane Callahan at 508-279-1800*.

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Objectives of the Executive Forums

The **Executive Forum** is a collaborative group process. Each member of the group serves as a thinking partner – an objective outsider with whom you can brainstorm and troubleshoot issues of concern to you.

There are two objectives of the **Executive Forum**. They are:

1. To provide a forum for members to exchange and explore information in the interest of professional development and education.
2. To provide a forum for members to obtain practical advice and feedback on issues of concern, opportunities for improved business strategies, and personal challenges – all within a safe, confidential and supportive environment.

Groups, schedule and Format:

Groups:	Three functional groups are available: Business Owners & Executives, Board Directors, and HR Professionals . Members are interviewed and assembled with consideration given to conflict of interest or competition, experience to share, desired individual objectives, and group dynamics.	
Date and time:	One morning each month. Two to three hours as determined by the group members.	
Location:	Determined by the group based on proximity. Some groups will rotate location each month.	
Sample Format:	First hour:	Educational forum -- Topic of general interest
	Two hours:	Round Robin problem solving/brainstorming Case studies and speakers as appropriate

What you can expect as a member

You can expect an educational forum exploring topics of interest to you. You can expect a problem solving, brainstorming forum addressing issues of concern to you. You can expect honesty, candor and challenge from the other members. The members of your group will help you explore different possibilities and options through insightful questioning, suggested approaches and – when appropriate, by “holding up the mirror” for you so you can see the impact of your decisions or behavior.

You can expect full respect and total confidentiality from every member of the group. ***Our conversations are confidential unless otherwise agreed.***

What’s expected of you?

Trust, candor, camaraderie and group dynamics are key to the **Executive Forums**. Members are carefully interviewed to ensure proper group placement. Effective group interaction is dependent upon the commitment of each individual. We ask the following of you as an active member:

- 1) Plan to attend. The required level of trust, openness and camaraderie will not develop if you’re not there. Not only will you lose out, other members will suffer the loss as well.
- 2) Prepare for each meeting. Consider what you want to get out of each meeting and what you can provide to the others.
- 3) Be willing to explore. Provide yourself the opportunity to experiment with new concepts or different ways of doing things. Consider the options and possibilities presented by other members.
- 4) Challenge yourself and the other members. Be completely open, honest and candid in a professional and supportive manner. The others want and expect your knowledge, ideas and support as they move toward their goals. It’s always good to remember however, that *“no one cares what you know – until they know you care.”*
- 5) If you feel you’re not getting what you need or expect from the process, share this as soon as you sense it and work with **HR Alternatives** to ensure that you get what you want and need from the forum.
- 6) If the **Executive Forum** proves to be beneficial to you, please refer your friends and colleagues.

Educational topics of interest to previous members

The following is a list of general topics that members participating in the **Pilot Executive Forum** chose to explore for *educational/professional development* purposes. This is to serve only as an example of the general topics of interest to other groups. Your particular topics of interest will be identified during the interview process and incorporated in the objectives of your membership group.

The nature of discussion, problem solving and brainstorming of individual personal challenges are not listed here.

Topics of general interest for educational/professional development have included:

- Planning for the succession of the **Family Business - Exit strategies**
- Business Planning - **Writing the Business Plan**
- **Marketing Strategies** - trends, what works, what doesn't, from the consumer perspective
- State **Labor Law** summary
- **Non compete, Confidentiality, Severance agreements**
- **Technology Trends** - impact on our businesses
- **Labor Strikes** - considerations before, during and after
- **Incentive Compensation Plans** - considerations, formulas, sample plans
- **Succession Planning**
- **Violence in the Workplace** - trends, considerations, strategies
- **OSHA Ergonomics Program Standard** - update
- **Electronic Communications** policies
- **Leadership Characteristics** - necessary for our businesses
- **Exempt vs. Non exempt** - definition, application
- **Employee Assistance Programs** - purpose, need, value, types
- **Negotiation Skills**
- **Networking** - strategies for our businesses

Questions?


If you're interested in finding out more about the **Executive Forums**, contact Jane Callahan at:

Telephone: (508) 279-1800

Email: jane@yourHRalternatives.com

Interested?

If you would like to join, please fill out the enclosed application form and send it with your deposit to:



HR Alternatives
335 Grange Park
Bridgewater, MA 02324

Your satisfaction is guaranteed – or your money back!

Thank you for your interest! We hope you'll join us.