



The Complete Guide to Mergers and Acquisitions: Process Tools to Support M&A Integration at Every Level (Jossey-Bass Business & Management)

By Timothy J. Galpin, Mark Herndon



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Based on the authors' consulting experience with numerous Fortune 500 companies, this resource will help you capture the synergies of your next merger or acquisition more quickly and effectively. Augmenting their step-by-step advice with helpful templates, checklists, graphs and tools; Galpin and Herndon provide sound guidance for successfully integrating different processes, organizations, and cultures. The authors also address pre-deal dos and don'ts, people dynamics, common mistakes, communications strategies, and specific actions you can take to create measurable positive results throughout the integration process.

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Editorial Review

Review

"This is a very timely and useful book. The authors are clearly speaking from experience, and they present many practical concepts, activities, and tools. Merger managers who read this book are likely to increase shareholder value." --Henry Hutson, corporate vice president of human resources, Global Knowledge Network, Inc.

"The tools that Tim Galpin and Mark Herndon describe have been a great help to us in integrating people, processes, and cultures, which are critical steps in delivering the full value of a merger or acquisition." --Dan F. Smith, president and CEO, Lyondell Chemical Company

"When integrating two organizations and cultures, putting the proper process in place is key. This guide will help you avoid the pitfalls and follow the key steps to success." --Jeff Hemmer, vice president of customer supply chain, Equistar Chemicals

From the Inside Flap

Merger and acquisition deals are now at an all-time high, having doubled in frequency since 1990. Done right, M&As result in unified, cohesive new organizations whose financial and strategic options are much improved. This guide gives executives, managers, and supervisors the guidance and tools they need to see an M&A successfully through at every organizational level and so more quickly realize its synergies. Beginning with the deal itself, *The Complete Guide to Mergers and Acquisitions* shows managers how to minimize the impact of a merger on personnel and realize its strategic and financial benefits faster, more efficiently, and more effectively. It clearly explains the issues managers will face at each stage of the process and contains step-by-step instructions for creating a successful communications strategy, retaining and re-recruiting key talent, creating a clear selection and staffing plan, designing and managing the integration process, and measuring progress. Designed by two veterans of dozens of successful mergers and acquisitions, this field-proven program works equally well for senior managers looking at the big picture and for line managers supervising smaller departmental integration. The authors include plenty of templates, charts, checklists, graphs, and tools that give hands-on help along the way. They also offer both best practice and worst practices from a wide variety of companies, laying out the examples to follow and the mistakes to avoid. A sample task force charter in the back of the book, along with an integration planning template, provides concrete direction for mapping out an integration action plan that works. The Executive Summary of Watson Wyatt Worldwide's 1998/99 M&A Survey found in the appendix reinforces the best practices presented in the text.

From the Back Cover

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