



BOXERADVISORS

Translating Insights Into Action

KEY QUESTIONS ABOUT EXECUTIVE BOOK CLUB

What is the Overall Structure for the Executive Book Club?

This collaborative learning community will consist of a small group of senior level executives, based in Washington, D.C., looking for resources to enhance their leadership skills, drive innovation, and address their critical organizational objectives. Through regular meetings, in-depth discussions, and professional coaching by an experienced organizational development and leadership consultant, the participants will learn to transform insights into action.

The best leaders know that there's always room to grow, and the executive book club is designed to help them reach the next level of effective leadership. The opportunity to join puts them alongside other top executives who are looking to share best practices, data, and their own experiences with leadership development.

What are Benefits of the Executive Book Club benefits for participants?

- Four books ordered and shipped to your office
- Proven practices that participants can immediately apply in the workplace to strengthen their leadership skills and accomplish important organizational objectives.
- A unique format that allows participants to focus on their most critical challenges and receive targeted development planning ideas to meet them.
- Structured sessions with limited and targeted follow-up, providing participants with tactical advice they can immediately apply to help develop their leadership skills and accomplish an important organizational objective
- Develop network with other senior executives from leading fortune 1000 corporations and federal government agencies
- Unique format that allows participants to focus learning on what's most important to them, apply concepts to current challenges, and receive targeted development planning ideas within 24 hours of each session
- Access to Boxer Advisors Executive Book Club toolkit
- Two hours of executive coaching per participant
- Membership fee includes all administrative costs and materials for six sessions
- A la carte additional services available at a discount
- Two hours a month of executive advisory services will be provided by facilitator and/or subject matter experts
- ROI assessment included in preparation for session 6
- Money back guarantee if participants don't feel they improve their leadership skills, perceived value from meetings or follow-up advisory services, and/or made progress in accomplishing key organizational objective

What Toolkit will be provided to Executive Book Club Members?

- Contact list for members, faculty and subject matter experts
- Bios for each member
- Access to executive book club intranet; via Boxer advisors website, with access codes
- Tools to help easily facilitate follow-up advisory services via email and/or phone
- Tool to help easily facilitate mentoring from other members in between sessions
- Executive Book Club newsletter: posting of specific articles of interest to Executive Book Club Members
- Return on Investment information and assessment form
- Executive Book Club Journal
- Certificate of Completion during session 6

What are À la carte offers for Executive Book Club Members?

- Discounted fees follow-up coaching, training, and/or consulting for up to one year, provided to members or member organizations, outside the scope of the executive book club
- Special promotions or executive development opportunities
- Discounts for public workshops and/or conferences
- Invitations to special events, including wine tastings and/or local events of interest
- Previews of new leadership development tools

Who are Ideal participants?

- Senior executives with large corporations located in the Washington, DC area, and/or Federal agencies
- Individuals committed to enhancing their leadership skills and interest in being part of a learning community of like-minded executives in a structured confidential environment
- Executives who are interested in investing in their personal and professional development and see value in accessing boxer advisors' resources to do so
- Individuals who have experience participating in facilitator led structure development planning sessions and believe in the power of dialogue
- Individuals who are willing to make the time commitment, outlined below in participating in prework, executive book club sessions, follow-up advisory sessions, and taking actions outlined in targeted follow-up action plans
- executives who believe in the value of action learning, leveraging targeted learning sessions with applying lessons learned quickly back on the job
- Are willing to share their perspective and experience with other senior executives to help them their leadership skills and more address their current most pressing organizational challenges

How many meetings will we have in 2016?

We will meet six times in 2016. The group will meet for the first time in February – March -- as an organizing meeting; to get acquainted, set ground rules, select books for the year, and agree to next steps.

When will we first meet in 2016?

We will have our first meeting in 2016 before March 31, and will read our first book before April 30.

Which books have you selected or how will the books be selected?

What follows are is a listing of books that I would like for us to consider reading in the 2016 Boxer Advisors' Executive Book Club:

Top 10 Leadership Books of 2015

<http://www.inc.com/geoffrey-james/top-10-leadership-books-of-2015.html>

The members will select the books for 2016 at our first meeting.

What is the planned structure for Executive Book Club meetings?

The first session of the executive book club will be a face-to-face meeting, with an opportunity for members to:

- Get to know one another
- Confirm objectives for the executive book club and measures of success
- Establish ground rules; including review of nondisclosure and confidentiality agreement
- Review data from participant intake session and initial assessment
- Selection of books for 2016 by participants
- Introduce participants to peer coaching concepts
- Wrap-up and next steps
- Adjournment and social hour

Estimated time: three hours

Sessions 2-5 will be conducted in our Bethesda, Maryland offices and via webinar (for those who cannot attend in person and will be two hours in length.

An initial thought for structure for sessions includes:

- Quick updates: actions since last meeting, important updates from Dean
- Provide quick overview of the book
- Potential presentation by guest speaker
- Discussion of book with focus on back on the job application
- “Time in the box”: providing members an opportunity to review a specific challenge their experience at work and get feedback from participants
- Wrap-up and next steps

The last session of the executive book club will be a face-to-face meeting, with the following as initial proposed agenda:

- Quick updates: actions since last meeting, important updates from Dean
- .30 minute presentation from subject matter expert regarding key component of transformational leadership
- Individual assessments and proclamations: key learnings and actions taken as result of executive book club
- ROI assessment information
- Graduation and presentation of certificates
- Wrap-up and next steps
- Adjournment and social hour

Estimated time: two hours

How many books will we read in 2016?

Formally, the book club will read four books, one a quarter. However, there may be other books we identify that we may read as a small group.

Who are Executive Book Club Subject Matter Experts, Resources?

The executive book club will provide participants access to some of the leading thought leaders; including:

- Ken Boxer, Executive Book Club Dean and lead facilitator
- Gail Finger: executive coach and expert on peer coaching
- Diane Thielofdt: one of the country's leading experts in the multigenerational workplace
- Kelly Fairbairn: designer of leadership development training for many leadership development initiatives with US-based corporations
- Don MacPherson: Expert in employee engagement
- Mindy Zasloff: group mentoring guru
- Dawn Baron: expert in corporate communications
- Greg Baker: one of the countries experts in developing strategic partnerships
- PTG Measured: what are the country's leading experts in measuring learning
- Linkage, Inc: one of the leading providers of leadership development training in the United States

What are the Requirements/ time commitment for Executive Book Club Members?

It is our intention to make the executive book club easy, fun, engaging, and impactful learning experience. Each participant will be expected to commit to the following:

- Completing the nomination form and conducting a 30 minute intake interview, and reading pre-session reading before the first meeting. Estimated time: 90 minutes
- Participating in the initial face-to-face meeting of the executive book club: Estimated time: three hours

- Participating in executive book club sessions 2-5. Two hours/each
- Participating in follow-up advisory sessions with executive book club faculty and/or executive book club mentor Estimated time: two hours
- Participating in final face-to-face meeting of the executive book club: Estimated time: two hours

How Do Members Register for the Executive Book Club?

To ensure that the executive book club is relevant for each participant, everyone will be expected to complete a one page nomination form; including:

- Contact information
- Objectives for executive book club: what are you hoping to gain from participation in the executive book club?
- Ranking of the top transformational leadership challenges
- Identification of 1 to 3 leadership development objectives
- Listing of characteristics of the best and worst leadership development experience you have participated in
- Ranking of the executive book club benefits, which are most relevant to you
- list of the top three organizations you would nominate as social action candidates to receive funding from executive book club
- Preferences or meeting time: early morning, midday, or early evening
- Willingness to sign NDA

What is the Context for Executive Book Club?

Launching the executive book club is in my DNA, providing an opportunity for me and Boxer Advisors to bring my 25 years as an organizational development consultant to a select group of individuals and organizations; including the following:

- Facilitator of dozens of strategic planning and teambuilding, and leadership development sessions
- Consultant and trainer to numerous Fortune 1000 corporations and 50 Federal agencies, helping organizations translate insights into action
- Reputation as an observer of organizational culture, quick synthesizer of data, innovative solutions recommender, gifted facilitator, generous networker, and expert in implementing learning campaigns
- Speaker at numerous professional development meetings
- Founder and organizer of the Baltimore executive book club, mentoring learning community
- Lead consultant and thought leader at countless conferences, executive briefings, and conferences for clients
- Author of the first small business incubator handbook and organizer of the first small business incubator conference in the United States; helping launch the business incubator industry
- Principal of three entrepreneurial firms
- Founder and managing partner of Boxer Advisors, providing clients access to best in class consulting, coaching, and training solutions with 10 partner firms and 100 independent, coaches, trainers and consultants

- Catalyst for many social action initiatives throughout my career, including bringing two truckloads of supplies to hurricane Sandy victims in the past year
- Extrovert, who is a lifelong learner, and believer in the power learning, communities

What is the Investment for the Executive Book Club?

Understanding that many of our clients are challenged to on professional development of any kind we are offering all the benefits of the executive book club with the following fee structure:

- Basic membership: includes all costs for six meetings and follow-up advisory services: \$950.00 per year.
- À la carte services: pricing for coaching, consulting and or training provided, outside the scope of the executive book club, will be provided to members. Each executive book club member will be eligible for a 10% discount on all Boxer Advisors solutions for one year from the commencement of the executive book club.