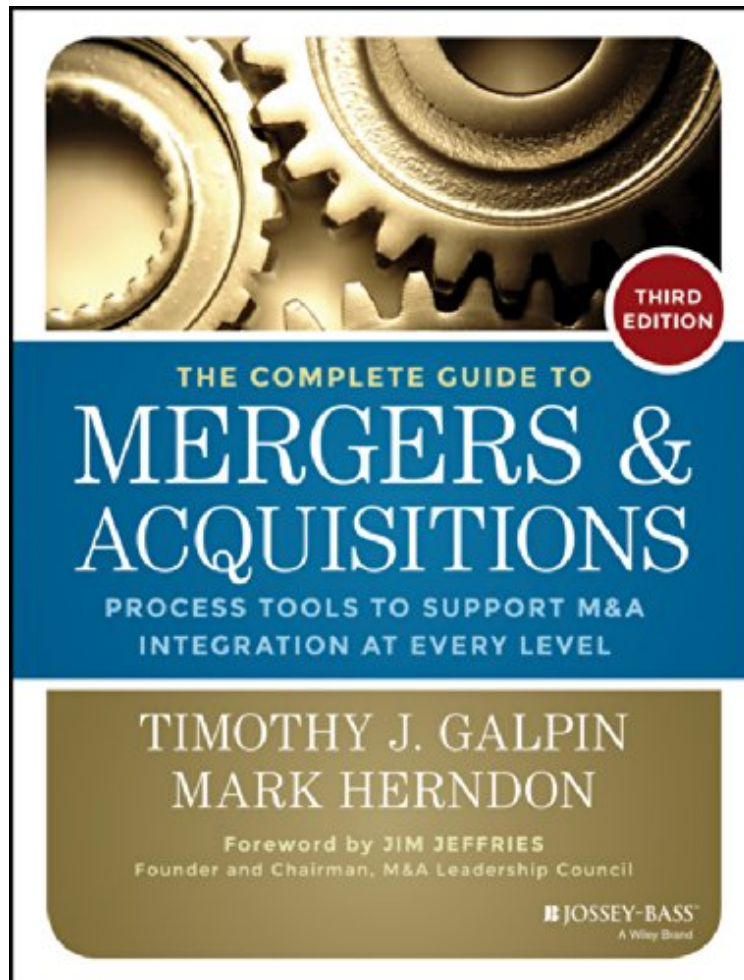


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## The Complete Guide to Mergers and Acquisitions: Process Tools to Support MA Integration at Every Level (Jossey-Bass Professional Management)

*Timothy J. Galpin*

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Ease the MA process with a more effective integration plan The Complete Guide to Mergers and Acquisitions is the ultimate handbook for planning and managing post-merger integration. Packed full of "how to" guidance, tools, templates and resources that have been put to the test on numerous due diligence and integration efforts around the world, The Complete Guide to Mergers and Acquisitions has been the go-to guide for firms seeking to maximize the value of their deals since the release of the first edition in 1999. Poor integration management virtually ensures that a merger or acquisition will fail to meet financial and strategic goals. The Complete Guide to Mergers and Acquisitions provides the information that enables firms to quickly and prudently capture projected cost and revenue synergies, and to move the combined organization forward. The book addresses strategic deal considerations, due diligence, integration management, people dynamics and cultural integration, common integration mistakes, communications strategies, and provides actionable steps toward creating measurable, positive results throughout the integration process. The updated third edition contains new information and tools to help firms in any industry manage deals of all sizes, including: Results of The State of MA Integration Effectiveness Survey, 2014 A new chapter on the MA process deal stages, with an expanded Deal Flow Model Findings of substantial MA research from various studies in multiple industries and organizations, supporting the concepts presented throughout the book New and revised tools and templates for due diligence, integration, and results measurement and reporting New case examples of recent transactions Highlighted 'Key Principles' throughout each chapter A summary of key points at the end of each chapter Discussion questions addressing the key themes of each chapter A 'rapid assessment' diagnostic regarding the key elements of each chapter, which can be completed for any organization A revised chapter on taking your MA game to the next level ndash; essential requirements for building MA capabilities into a consistently successful enterprise competency Merger and acquisition activity across the globe continues to grow, and is also playing a major role in the development of expanding markets. A well-managed integration effort is essential to success, and failure means a tremendous waste in terms of time and money, as well as the rapid destruction of shareholder value. The Complete Guide to Mergers and Acquisitions: Process Tools to Support MA Integration at Every Level, Third Edition is an invaluable resource to guide firms in managing MA integration and maximize the value of their deals.

From the Inside Flap Achieve MA success through effective integration The Complete Guide to Mergers Acquisitions is the ultimate handbook for planning and managing post-merger integration, packed full of ldquo;how tordquo; guidance, tools, templates, and resources that have been put to the test on numerous due diligence and integration efforts around the world. Poor integration management virtually ensures that a merger or acquisition will fail to meet financial and strategic goals. The Complete Guide provides the information that enables firms to quickly and prudently capture projected cost and revenue synergies, and to move the combined organization forward. The book addresses strategic deal considerations, due diligence, integration management, people dynamics and cultural integration, common integration mistakes, and communications strategies, and provides actionable steps toward creating measurable, positive results throughout the integration process. The updated third edition contains new information and tools to help firms in any industry manage deals of all sizes, including: Results of The State of MA Integration Effectiveness Survey, 2014 A new chapter on the MA process deal stages, with an expanded Deal Flow Model New and revised tools and templates for due diligence, integration, and results measurement and reporting New case examples of recent transactions A lsquo;rapid assessmentrsquo; diagnostic regarding the key elements of each chapter, which can be completed for any organization A revised chapter on building MA capabilities into a consistently successful enterprise competency Merger and acquisition activity across the globe continues to grow, playing a major role in the development of expanding markets. A well-managed integration effort is essential to success, and failure means a tremendous waste in terms of time and money, as well as the rapid destruction of shareholder value. The Complete Guide to Mergers Acquisitions, Third Edition is an invaluable resource to guide firms in managing MA integration and maximize the value of their deals. From the Back Cover ldquo;With the 3rd edition of The Complete Guide to Mergers Acquisitions, readers will be treated to Galpin and Herndonrsquo;s most recent insights and experience in the world of business transactions. No matter how large or small the acquisition you might be planning, public or private, reach for this valuable and practical guide first. If success is what yoursquo;re after, then make the commitment to prepare yourself and your team; this book is the way to do it.rdquo; mdash; JAN K. GRUDE, President and Chief Executive Officer, Pacific Blue Cross/Blue Shield ldquo;Thank you, Herndon and Galpin, for a practical and thought-provoking guide for those who want to get better and smarter at effective MA integrations. Of the fourteen books in my MA library, their first book was the one I have most often referenced. Now this new and expanded version will take over the #1 spot.rdquo; mdash; JACK PROUTY, President of the MA Leadership Council ldquo;In a world where mergers and acquisitions almost never reach their publicly proclaimed synergies, The Complete Guide to Mergers Acquisitions is a step-by-step guide that takes an applied, practitionerrsquo;s approach to all aspects of MA from due diligence to integration planning and execution to change management. Galpin and Herndon, proven executives and thought leaders, provide critical insight for anyone responsible for organizational

alignment, integration, and the ultimate recognition of synergies.” —MARK GASTA, Executive Vice President and Chief People Officer, Vail Resorts Management Company “We used Galpin and Herndon’s book as a guide when we were shaping our MA process and toolkit. The book helped us create templates and structure the due diligence and integration processes that we have applied in several transactions. It presents a clear structure for organizing and conducting due diligence and integration that we used in training exercises with our diligence and management teams. It’s concise and easy to follow, and it gave us a head start on implementing our MA strategy.” —MARSHALL TUCKER, Manager Business Development, Tampa Electric Company “Galpin and Herndon’s third edition, updated with recent case examples, new tools and templates, and recent research findings, makes this required reading for anyone considering mergers and acquisitions.” —FERNANDO PAIZ, Former Chairman, Walmart Central America About the Author TIMOTHY GALPIN, PhD is a Clinical Professor of Management at Colorado State University teaching Strategy and Entrepreneurship. His consulting, research, and publishing are in the areas of Mergers and Acquisitions, Leading Sustainable Organizations, Leadership Effectiveness, and Entrepreneurship. Prior to his teaching, Tim gained over 20 years of experience as a management consultant and business manager working with boards and senior management around the world on strategic planning, strategy execution, merger and acquisition integration, divestitures, restructurings, human capital management, business productivity improvement, and organizational culture change. He still consults to firms on these topics. MARK HERNDON serves as president of MA Partners, where his practice includes MA integration strategy and management; building internal MA capabilities for corporate acquirers; due diligence; culture assessment and integration; and change management, communications, and leadership during periods of disruptive change. Previously, he was president of Parkwood Advisors and U.S. Region Leader for Merger and Acquisition Services with Watson Wyatt Worldwide. Mark also serves as chief knowledge officer for the MA Leadership Council and as a board director for various private companies and faith-based and charitable organizations. He has presented keynote addresses and concurrent sessions to nearly 400,000 people and is the author of a popular weekly newsletter, Merger Monday Insights, available at [www.mapartners.net](http://www.mapartners.net).