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DAY ONE READINESS CHECKLIST

With the right preparation for Day One, your M&A will be set up for success. **Here's how to prioritize what matters most.**

Create Stability and Direction

Solidify leadership decisions by obtaining clarity and alignment on what great leadership looks like and make strong selection decisions with a consistent, objective, and transparent talent planning process.

- Create a Day One and future state operating model
- Develop a consistent, objective, and transparent process to select mission-critical leaders and talent
- Develop an executive compensation and retention strategy
- Launch an Integration Management Office (including an HR IMO) and communicate interim governance decisions
- Define Newco's business identity (purpose, vision, mission, and values)
- Define the employee value proposition and a process to attract, recruit, and onboard new leaders and employees
- Define critical Day One HR and talent management processes

> ***In the early stages of a merger or acquisition, there are two critical decisions: who will lead the organization, and how you'll decide who's the best fit for new leadership roles.***

Move with Speed

Maximize pre-close integration planning by providing dedicated resources for an issue-free Day One.

- Create business-unit and functional Day-One readiness plans and 100-day plans
- Harmonize Newco's jobs, levels, titles, and pay so there's an aligned approach
- Tackle urgent HR priorities such as payroll, technology, and operations
- Develop a fit-for-purpose HR operating model
- Develop a Day One and longer-term talent management roadmap
- Design an outplacement process to support departing employees

> ***Avoid getting bogged down in daily minutia. Inspire others toward Newco's larger purpose, and lead them to maintain focus on customers and Newco's integration priorities.***

Lead the Change

Build confidence by sharing why Newco will be successful, put a "one company" culture at the heart of your integration strategy, and provide employees with answers to their "what's in it for me?" questions.

- Empower leaders to effectively lead change
- Develop a change and communications plan to engage the hearts and minds of employees
- Establish the cultural baseline (cultural similarities and differences)
- Determine the cultural ambition for Newco and develop a roadmap to bring a "one company" culture to life
- Design a leadership event post close to align leaders on Newco's vision, strategy, culture, and leadership

Merger winners use the pre- and post-close periods to invest heavily in solidifying the Newco identity and empower leaders to embody the new values.

> ***Until you align on a culture strategy, discuss what made each legacy company great. The stories mean everything. You cannot chart the right course if you don't understand what makes each business successful, how work gets done, and what people value.***

Getting to Success—**Together**

- 98% of Fortune Magazine's **World's Most Admired Companies** work with Korn Ferry
- We develop **over 1M leaders** every year
- Our experts know how to help your team get ready for **Day One**

> ***Day One readiness is about much more than risk mitigation. It's a complete mindset shift to focus on the creation of something new—something that doesn't yet exist.***

ARE YOU **READY?**

Achieve a winning organization—and be ready to hit the ground running on Day One.

LEARN MORE

Korn Ferry is a global organizational consulting firm. We work with our clients to design optimal organization structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward and motivate their workforce while developing professionals as they navigate and advance their careers.

Business advisors. Career makers.

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