

## TOOL #15: BRINGING STAFF MEMBERS TOGETHER

In order to achieve a successful integration, it is important to get the staff members of merging organizations working together as early as possible. Joint activities help break down the walls between organizations and start the process of creating a single culture. Here is a list that may help you decide on an event or events to get staff members working together and feeling comfortable with one another:

- An all-staff meeting with a Q&A session and meet-and-greet, led by the CEOs of the merging organizations
- Joint meetings to discuss drafts of the MOU, divided by department – e.g., program staff, IT staff, accounting, etc.
- Joint meetings, by department, to discuss the merged organization’s new mission statement, vision, and goals for the merger and how the merger will affect staff positions and operations
- Joint meetings to discuss new human resources policies and procedures
- Joint meetings to discuss the new organizational brand and identity
- Attendance at fundraising events of each organization
- Breakfast, lunch, or coffee for various departments at one organization or the other
- Externally hosted team-building exercises for various departments or for the staff as a whole
- Joint integration committee planning sessions
- Joint tours of each other’s facilities and programs
- Program presentations to each other’s staff
- Creation of a “culture committee” composed of representatives of both organizations, which will design the culture of the merged organization
- Creation of a communications committee (or “feedback committee”) to collect and give informal feedback to the executive leadership around the merger integration plan