



**BOXERADVISORS**  
Translating Insights Into Action

# PROFESSIONAL DEVELOPMENT BOOK CLUB

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## Executive Summary

Boxer Advisors, LLC (Boxer Advisors) is a certified small business providing leadership development organizational development & employee engagement consulting, coaching, and training services to Federal agencies and Fortune 1000 companies. We are a full-service firm that combines the resources and expertise of more than 50 professional consultants, facilitators, and coaches. Collectively, our carefully selected partners have centuries of experience providing training and consulting services to the Federal government.

Boxer Advisors President and Principal Consultant Ken Boxer brings over 30 years of experience to the practice. Mr. Boxer has worked with the U.S. Food and Drug Administration, U.S. Department of Health and Human Services, U.S. Intelligence Community, U.S. Patent and Trademark Office, U.S. Senate, the World Bank, and other private and public sector clients.

### Boxer Advisors Advantage

- Over 30 years of experience
- 80% repeat business
- Proven track record with Federal agencies and Fortune 1000 Companies
- 20+ years providing training, consulting, and coaching services.
- Over 100 off-the-self training programs
- Goal driven approach to service delivery
- Experts on evaluation and ROI to ensure program validation and value

The best leaders know there is always room to grow and develop. Reading is an essential component of leadership development as, among other benefits, it can help you communicate more effectively and improve emotional intelligence. Book discussions and clubs enhance that learning as readers read more deeply and better understand diverse perspectives, build and enhance relationships, and build confidence in professional discussions. \*John Coleman – HBR – Why Businesspeople Should Join Bookclubs 2/23/16

The Boxer Advisors' Executive One-Time Book Review and more extensive Executive Book Club provide cost-effective, efficient, high-impact options that help organizational leaders work together to enhance their leadership effectiveness through topic-driven discussion and networking. The result is a group of participants that gains resources they can apply in real-time to enhance leadership skills, foster innovation, and drive transformational change throughout your organization.

### Key Benefits

- **Actionable Insights:** Selected books are chosen for their practicality and relevance enabling leaders to immediately apply proven strategies in their daily work.
- **Enhanced Leadership Skills:** Gain a deeper understanding of effective leadership principles and strategies from the books and other senior executives.
- **Continuous Learning:** A unique format that allows you to focus on your most critical challenges and receive targeted development strategies to meet them, making it easier for your team to stay current with industry trends and best practices.
- **Team Building:** Networking with other Fortune 1000 and Federal agency executives fostering collaboration and enhancing team dynamics.
- **Accountability:** Participants hold each other accountable for applying the book's lessons, driving real behavior change.

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## Recommended Solution

The following Boxer Advisors' solutions are designed to help leaders reach the next level of effective leadership in a cost effective, high impact way. What follows are two options for your consideration.

### Recommended Solution – Option 1 – One-Time Book Review Discussion

This one-time book review session aims to stimulate critical thinking, foster shared learning, and encourage meaningful conversations. The process begins by carefully selecting a book that addresses relevant topics or challenges faced by the organization. The chosen book should have a well-articulated message, offer practical insights, and promote innovative thinking. It could be a business strategy book, a leadership development guide, or any publication that pertains to the organization's industry or specific needs.

Once the book is selected, the 3-hr Executive Book Review session is organized in the following manner:

1. Pre-Session Preparation:

- Announce the session and provide a timeline for executives to read the book.
- Distribute copies of the book to participants in advance or provide digital access.\*
- Encourage executives to take notes, highlight key points, and jot down questions or observations while reading.

2. Session Facilitation:

- Begin the session with an introduction, highlighting the purpose and objectives of the review.
- Provide an overview of the book's main concepts, themes, and key takeaways.
- Encourage executives to share their individual perspectives, insights, and personal reflections on the book.
- Facilitate an open and respectful dialogue, allowing executives to ask questions and engage in meaningful discussions.
- Identify common threads and themes emerging from the conversation and explore their relevance to the organization.
- Encourage participants to relate the book's concepts to real-world scenarios within the company.
- Use visual aids, such as slides or handouts, to support key points and stimulate discussion.
- Ensure that the session remains focused, inclusive, and productive.

3. Action Planning:

- Conclude the session by summarizing the key insights and actionable ideas generated during the discussion.
- Identify specific actions or initiatives that can be implemented based on the book's recommendations.
- Assign responsibilities to individuals or teams for further exploration and implementation of the identified actions.
- Set clear deadlines and establish a follow-up mechanism to track progress and ensure accountability.

4. Post-Session Evaluation:

- Gather feedback from the participating executives to evaluate the effectiveness and impact of the session.
- Assess the practicality of the identified actions and their alignment with the organization's strategic objectives.
- Summarize the lessons learned from the book review session into future leadership development initiatives or decision-making processes.

\* Boxer Advisors can order and distribute books to participants if preferred by your organization.

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## **Recommended Solution – Option 2 - Facilitated Executive Book Club**

The Executive Book Club is a year-long initiative within the organization designed to promote continuous learning, enhance professional development, foster collaboration, and inspire innovative thinking among executives. Hosted by a seasoned facilitator, the Book Club involves the senior leadership team coming together to read and discuss four carefully selected books over the course of one year.

The Executive Book Club is organized in the following manner:

### **1. Book Selection:**

- Carefully choose four books that align with the organization's goals, values, or areas of focus.
- Select a diverse range of books covering various topics such as leadership, strategy, innovation, personal development, or industry-specific insights.
- Consider books that offer practical insights, thought-provoking ideas, and opportunities for personal growth and behavioral change.

### **2. Reading Schedule:**

- Establish a reading schedule that allows ample time for executives to read each book thoroughly.
- Determine a realistic timeframe for completing each book, such as one book every three months.
- Provide executives with the books well in advance or facilitate digital access to ensure everyone has enough time for reading and reflection.

### **3. Discussion Sessions:**

- Schedule regular discussion sessions throughout the year to explore the insights, perspectives, and key takeaways from each book.
- Encourage executives to share their individual reflections, key learnings, and practical applications of the book's concepts.
- Foster an open and inclusive environment that encourages respectful dialogue, diverse viewpoints, and collaborative learning.
- Facilitate discussions that delve into the relevance of the book's concepts to the organization, industry trends, and potential implementation strategies.
- Use discussion prompts, guiding questions, or relevant case studies to stimulate deeper analysis and critical thinking.

### **4. Action Planning and Implementation:**

- Encourage executives to identify actionable insights or initiatives based on the learnings from each book.
- Collaboratively develop action plans that outline how the identified insights can be applied within the organization.
- Assign responsibilities to individuals or teams for further exploration, implementation, and tracking of the identified actions.
- Establish a follow-up mechanism to monitor progress, provide support, and ensure accountability for the implementation of the identified initiatives.

#### 5. Learning Evaluation:

- Conduct periodic evaluations to assess the impact of the Executive Book Club on the executives' professional development and the organization as a whole.
- Collect feedback from participants to gauge the effectiveness of the book selections, discussion sessions, and overall experience.
- Consider integrating surveys, individual interviews, or group discussions to gather insights and suggestions for improvement.
- Use the feedback to refine future book selections, discussion formats, and learning initiatives.

By establishing a long-term Executive Book Club that spans over the course of a year, your organization can create a structured and engaging learning experience for your senior leadership team. This initiative promotes continuous learning, encourages intellectual curiosity, fosters collaboration, and cultivates a culture of knowledge sharing and growth. The in-depth discussions, actionable insights, and implementation strategies derived from the book club can positively impact the organization's leadership capabilities, drive innovation, and enhance overall performance.

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## Feedback and Testimonials

Prior participants have noted the value of this experience:

*“The Executive Book Club was a great experience for me. It provided me access to incredibly intelligent, diverse, astute executives to talk through management theories and hear their thoughts and experiences in those subjects. I had no peer network at this level and it gave me a structured way to leverage that new network in a very enjoyable and collegial environment.”*

- Chief Operating Officer Government Contractor

*“I learned a lot from listening to the management perspectives of different folks, all of whom worked in a capacity different from me. I came to see managerial and organizational viewpoints through their lens—that was immensely valuable and gave me a new perspective on how to effectively supervise and manage my associates. I strongly recommend the book club to anyone who is looking to manage and communicate better with work colleagues—and clients, too”.*

– Law Firm Partner

*“I had not realized how much I was missing a broader perspective having been through and continuing in a very intense professional period...The executive book club expands my network and also allows me to witness and practice my executive coaching skills.*

– World Bank Senior Executive

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## Contact Information

**Contact us to discuss how these strategies can work for your organization.**

Based in Bethesda, MD

Boxer Advisors, LLC is a small business, centrally located to serve the Washington, DC, Virginia, Maryland corridor with access to consultants, coaches, facilitators and trainers worldwide. Our firm offers:

- Decades of consulting, coaching & training experience
- 30+ certified organizational development consultants, coaches & trainers worldwide
- Over 100 standard training offerings
- Support to over 50 federal agencies and Fortune 1000 companies
- Level of measurable ROI to warrant an 80% repeat business rate

### Sub-Contract Vehicles

GSA Schedule Contract #GS-23F-9783H OPM TMA Contract #OPM19-12-C-0046

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