



## **Instructions for the Case Presentation and Executive Summary**

The case being presented to you today presents a scenario in which a company has various HR and HR-related issues that need to be addressed.

When presenting your solutions to the scenario, you will be asked to put yourself in the role of a new HR Manager at the company discussed in the case. You will make a formal, 20-minute presentation to the company's executives (be sure to include time for their questions), and to also submit a written executive summary that will be used by the company to guide future strategy and practice regarding the issues surfaced by this situation.

*You will be building a PowerPoint presentation and a Word document. You will need two flash drives. If you do not have two flash drives, please notify the competition management team immediately. Prior to leaving the preparation room for your presentation, you must e-mail your written paper to [ophelia.yan@gmail.com](mailto:ophelia.yan@gmail.com) and your Chapter Advisor and cc: [opheliay@hranswerlink.com](mailto:opheliay@hranswerlink.com). The subject line of your e-mail should be "NHRMA Case Competition, Team #(insert team number here).*

The presentation itself will be made to a panel of judges using PowerPoint in the slide show mode and the executive summary, created using Word, will be judged by a separate panel. You have four hours to prepare your presentation and executive summary.

### **Goals for the 20-minute Presentation**

Assume you work at the company and are the newly hired HR manager who is party to the happenings described in the scenario. Present a solution that will be acceptable to all parties involved, solve the underlying problems the company is experiencing to the extent possible and that reflects applicable talent management concepts.

Specifically, follow these steps...

**Introduction:** The introduction and organization of the presentation should give an audience member who is not familiar with the case enough detail to understand the context of the presentation.

**Problem Analysis:** Identify and explain the company practices that have contributed to the underlying problems.

**Solutions and Alternatives Considered:** Briefly explain the various solutions/alternatives considered.

**Implementation of Proposed Solutions:** Discuss why you selected the solution you did and how your solutions will be implemented

- Craft the solution based on your knowledge, experience and additional research you conduct today during your four-hour planning period.
- Be prepared to justify your recommended course(s) of action based on best practices and applicable employment law.

Please be advised that the 20-minute timeframe should include at least three minutes to receive and answer questions from the judges.

### ***Goals for the Written Executive Summary***

The written executive summary is expected to go into more detail than the time and format the oral presentation allows. The purpose of the written presentation is to allow a forum for you to display your analytical skills that are not dependent on your presentation skills.

Assume the role of the new HR manager at the company. The executive summary should be no more than 2 pages, with 1" margins, size 12 font, and 1.5 line spacing. It should include the following:

**Introduction:** The introduction and organization of the executive summary should give a reader not familiar with the case enough detail to understand the context of the information.

**Problem Analysis:** Your analysis must demonstrate an understanding of the root causes. It should identify company practices that have contributed to the underlying problems.

**Solutions and Alternatives Considered:** How did you analyze the options considered? The selected solutions must work together to solve the problem. The reasons and logic presented must be internally consistent. Solutions must be practical.

**Implementation of Proposed Solutions:** Implementation of Details (explanation of how you will implement your solutions) and Quantitative Analysis (analysis should include the relevant data and exclude irrelevant data).