



Entrepreneurs'
Organization

Forum Exit Interview

BEST PRACTICES

Forum Member Departures

The life of a Forum group is dynamic. Although it's a long-term relationship, you will see members come and go over time. The loss of a Forum member affects Forum dynamics and morale. If the departure isn't addressed to the point that the group feels comfortable moving forward, there will be a significant decrease in Forum commitment and productivity. This can be especially dramatic if there was a negative situation surrounding the member's departure.

The Forum can review its bylaws and make a decision about whether they want or need to replace the outgoing Forum member. This is also a good opportunity for the Forum to share and learn from the Forum member's departure.

The Exit Presentation

- Dedicate a portion of the meeting - 20-30 minutes is an appropriate amount of time for one member. Stick to time limits, more can be said in a social meeting afterward. The remaining group deserves to still have a productive Forum meeting.
- Departing member speaks to each Forum member individually, in front of the group. Appreciates and acknowledges the specific contribution made during the time together.
 - Share with the group:
 - Short background on EO tenure and any roles held
 - Reflections on what you have gained from EO and where you are now vs. where you were upon joining
 - A few key high points from your EO experience
 - An update on where you're going next and how it's going
 - A short piece of feedback for each of the Forum members
- Forum members address the departing member – One by one, recall a vignette of their time together in the Forum and thank them for any particular contributions they recall.

If the departure is contentious

- Apply [conflict resolution strategies](#) - This is done prior to the member's last meeting and exit.
- Isolate exit presentation - If more than one member is departing, separate the negative exit from a standard exit presentation.
- Forum protocol reminder – Forum Members are to be mindful to use this time to talk about the member's departure, not a time to rehash any Forum issues relating to the member. Adhering to Forum cornerstones is necessary.
- Collective statement from the group – if tension makes it difficult for each group member to address the departing individual, then a collective statement can be made from the group. After the departing member speaks, open the floor for any general comments.

