

## **Report for Resolution**

**Report to:** Personnel Committee – 14 September 2011  
**Report of:** Chief Executive  
**Subject:** Strategic Management Arrangements

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### **Purpose of Report**

To outline proposed strategic management arrangements to ensure leadership and capacity in order to continue to deliver the Council's priorities.

### **Recommendations**

That the Committee:

1. Redesignate the role of Strategic Directorate Neighbourhoods to Deputy Chief Executive Neighbourhoods
  2. Redesignate the Director of Communications to Assistant Chief Executive Communications and ICT.
  3. To note the strategic management arrangements
  4. Delegate authority for the implementation of the recommendations to the Chief Executive in consultation with the Leader and relevant Executive Members.
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### **Financial consequences for the revenue and capital budgets**

The proposals outlined in the report contain no financial impacts and there is no change to existing salaries.

# Report Writing For Management

**David M. Robinson**



## **Report Writing For Management:**

REPORT WRITING SKILLS FOR THE YOUNG PROFESSIONALS A V Ram Mohan, 2025-07-19 This book is an ideal inclusion in the tool kit of every aspiring young corporate executive or rookie management consultant The book is a primer for developing and honing one's skills in effective report writing This fills a vacuum at a basic level providing a step by step approach to report writing After giving the reader a helicopter view of the subject the book dives deep down to familiarise and educate the reader on the detailed nuances of the subject It is indeed commendable that the author has treated the entire spectrum of the subject with attention to even some of the basic aspects probably considered unimportant or marginal by some T R Rajan an early alumnus of IIMA with several decades of consulting and advisory work experience in India A very useful guide from an experienced author sharing his long years of report writing experiences The concept of report writing in the present context of ChatGpt and other artificial intelligence software has not diminished the importance of a well written report The author has systematically explained all the key steps in the art of communication A must read by all aspiring professionals in every sphere Tilak Shankar CEO Management Solutions Mr Shankar has done many impactful consulting assignments at the top management level his current focus is on improving the healthcare sector in India Clear concise reports form the foundation of managerial decision making Whether presenting financial updates strategic analyses or performance reviews strong writing skills are not just desirable they are essential Ram Mohan offers step by step techniques to distill complex information and communicate it with clarity and confidence From understanding the audience to mastering data presentation this book is a valuable resource for both new and experienced managers It looks to ensure that managerial reports are not written to be filed and forgotten but more importantly understood and acted upon Dr Sudhir Krishnamurthy former Vice President at the World Bank and head of investment company managing money for several clients in the US A practical set of ideas that could improve one's report writing skills Packed with smart and stimulating thoughts Sridhar Ganesh former group HR Director in large Indian and Multinational companies Report Writing for Management William J. Gallagher, 1987 **Writing Reports for Management Decisions** David M. Robinson, 1969 **The Complete Idiot's Guide to Project Management with Microsoft Project 2003** Ron Black, 2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries *Administrative Management* Annatjie Erasmus, E. J. Ferreira, A. W. Erasmus, D. Groenewald, 2010-06 The roles and responsibilities of administrative managers are identified and explained in this updated and comprehensive resource on managing the information needs of an organization to facilitate timely relevant and accurate communication Topical case studies and practical examples illustrate the knowledge and skills required for success in office management Whether

managing cultural diversity in the work place or learning proper business ethics the instructions outlined in this guide provide the basis for arriving at meaningful decisions that can make a candidate an asset in any office environment

Researching Business and Management Harvey Maylor, Kate Blackmon, Martina Huemann, 2017-09-16 This core textbook combines a highly engaging approach with academic rigour to guide students through understanding and using research methods Now in its second edition this text has been fully updated and revised throughout With a focus that is fresh and applied Researching Business and Management goes beyond the theory to demonstrate how to actually do research The unique 4 Ds model shows students how to define design do and describe their research and in this way offers them a definitive guide to the research process as a system and a lifecycle that they can relate to their own work Its user friendly style enlivens the text and makes even some of the most complex issues accessible Written by a dynamic author team of leading experts in the field this is an ideal textbook for undergraduate postgraduate and MBA students studying research methods and essential reading for any business student doing a research project New to this Edition Even more cases and examples to highlight real life examples of student research that helps bring the process to life Increased coverage of the internet and online research Expanded material on quantitative analysis to provide a truly balanced overview of the discipline New dedicated chapter on research ethics and avoiding plagiarism Accompanying online resources for this title can be found at [bloomsburyonlineresources.com/researching-business-and-management-2e](http://bloomsburyonlineresources.com/researching-business-and-management-2e) These resources are designed to support teaching and learning when using this textbook and are available at no extra cost

**Accounting Reports in Business Management** Homer Ewart Gregory, 1928

**Principles of Office Management** Dr. R.C. Bhatia, 2005

**Project**

**Management A-Z: A Compendium of Project Management Techniques and How to Use Them** Alan Wren, 2018-01-12

This title was first published in 2003 What does project authorization involve and how should you seek it What is earned value and how are the calculations made How do you select the appropriate method for handing over a project and what are the pitfalls associated with the options you can choose from The Project Management A Z provides you with the answer to these questions and more in an A Z coverage of 80 project management techniques Each one includes an explanation of the technique how when and why you would use it There are sample forms checklists of key questions to ask yourself and others cross references to the other techniques within the manual in fact everything to ensure that you understand the technique and the context in which it is used identify whether or not it will work for you and are able to apply it appropriately and effectively If you are just starting a project or deeply engrossed in one the opportunity to discuss alternative approaches or explore the problems and opportunities that the project may throw up is particularly valuable Sometimes you may have access to a project mentor or coach who can advise you The Project Management A Z helps fill that role challenging your perception and helping build your confidence in the quality of the processes you are using and the decisions you are making Successful projects are built on the skills of the project manager the quality of the basic foundations that are laid and

sensitive but assertive management of processes and resources This title should prove a useful reference to the main techniques for all of these key elements      Communication and Education Mary John O'Hair, Philip A. Woods, H. Dan O'Hair, 2024-01-11 A timely and insightful exploration of the vital relationships among effective communication education peace and democracy Communication and Education Promoting Peace and Democracy in Times of Crisis and Conflict explores the complexities of addressing divisive societal challenges reducing conflicts and building and sustaining peace and democracy around the world Contributions by an international panel of experts provide evidence based practices findings from ongoing research projects policy analyses and cutting edge theories frameworks and models for confronting global challenges to peace and democracy Examining the crucial role of crisis communication and education on a global scale this research based compendium covers a broad range of key topics such as democratizing education promoting peace through complexity science understanding how factionalism threatens democracy encouraging citizen participation and more Throughout the text the authors highlight the need for equity compassion critical thinking and active engagement to create a sustainable future based on democratic values Designed to enhance the knowledge base of crisis communication related to crises impacting education peace and democracy Communication and Education Explores different strategies and practices for fostering democracy in education such as the IDEALS framework for creating positive school cultures Discusses emotional geographies in schools and their impact on democratic school climate and teacher burnout Emphasizes empathic communication and participatory skills among teachers Offers practical strategies and examples of harnessing technology for peace and democracy Provides real world case studies illustrating the transformative power of education music diverse perspectives and open communication channels Examines the ecological interdependence of effective communication education democracy and peace Part of the Wiley Blackwell Communicating Science in Times of Crisis series Communication and Education Promoting Peace and Democracy in Times of Crisis and Conflict is essential reading for communication and education scholars researchers students practitioners and community scientists      T-kit on Funding and Financial Management Jonathan Bowyer, Council of Europe. Directorate of Youth and Sport, Kinga Kerekes, 2004-01-01 T Kits Training kits are a product of the Partnership Agreement on European Youth Worker Training run by the CoE and the European Communities Commission      *Management Skills* Select Knowledge, Barry Stanton, This title will look at managing and conducting research and research methods We will also look at techniques for interpreting and simplifying data and how to effectively communicate information and write orderly and objective reports      *Management Communication* Arthur H. Bell, Dayle M. Smith, 2009-12-30 Finally business professionals will be able to learn how to communicate effectively This book builds the essential writing speaking and listening skills needed to succeed An entire section is devoted to helping non native speakers of English in their efforts to produce readable well edited work It includes Communication Dilemmas boxes that pose interesting real life communication choices and challenges Six brief interviews with real communication experts are

presented that explore a variety of different corporate environments New sections are also included on social networking communications and the electronic career search Business professionals will discover how to apply newly acquired communication skills throughout their careers

**Process Risk and Reliability Management** Ian Sutton, 2010-05-21 In the last twenty years considerable progress has been made in process safety particularly in regard to regulatory compliance Many companies are now looking to go beyond mere compliance they are expanding their process safety management PSM programs to improve performance not just in safety but also in environmental compliance quality control and overall profitability Techniques and principles are illustrated with numerous examples from chemical plants refineries transportation pipelines and offshore oil and gas This book helps executives managers and technical professionals achieve not only their current PSM goals but also to make the transition to a broader operational integrity strategy The book focuses on the energy and process industries from refineries to pipelines chemical plants transportation alternative energy and offshore facilities The techniques described in the book can also be applied to a wide range of non process industries The book is both thorough and practical It discusses theoretical principles in a wide variety of areas such as management of change risk analysis and incident investigation and then goes on to show how these principles work in practice either in the design office or in an operating facility Learn how to develop process safety operational integrity and operational excellence programs Go beyond traditional hazards analysis and risk management programs to explore a company's entire range of procedures processes and management issues Understand how to develop a culture of process safety and operational excellence that goes beyond simple rule compliance

*Communication for Management* Roshan Lal Raina, Iftikhaar Alam, Faizia Siddiqui, 2010

**Management Research Methodology** K. N. Krishnaswamy, Appa Iyer Sivakumar, M. Mathirajan, 2009 The subject of management research methodology is enthralling and complex A student or a practitioner of management research is beguiled by uncertainties in the search and identification of the research problem intrigued by the ramifications of research design and confounded by obstacles in obtaining accurate data and complexities of data analysis Management Research Methodology Integration of Principles Methods and Techniques seeks a balanced treatment of all these aspects and blends problem solving techniques creativity aspects mathematical modelling and qualitative approaches in order to present the subject of Management Research Methodology in a lucid and easily understandable way

**Office Management** Prof. P.K. Ghosh, 2025-02-01 As the dynamic landscape of the business world continues to evolve so too must the principles and practices that guide effective office management In this revised edition of Office Management we aim to provide contemporary insights and updated strategies to meet the ever changing demands of the professional environment As with any evolving field continuous learning is essential for staying ahead This revised edition is designed to be a comprehensive resource for both seasoned office managers seeking to refine their skills and newcomers aiming to build a strong foundation in the discipline The incorporation of case studies practical examples and interactive exercises aims to enhance the reader's

understanding and application of the concepts presented In conclusion this revised edition of Office Management includes a Question Bank few case studies for self evaluation and assessment The book is a testament to our commitment to providing relevant and timely insights into the world of Office Management We hope that the ideas and strategies presented herein will inspire effective and adaptive management practices in offices of all sizes and industries Security Supervision and Management IFPO,2015-06-09 Security Supervision and Management Fourth Edition fills the basic training needs for security professionals who want to move into supervisory or managerial positions Covering everything needed from how to work with today s generation security force employees to the latest advances in the security industry Security Supervision and Management Fourth Edition shows security officers how to become a more efficient and well rounded security professional Security Supervision and Management Fourth Edition is also the only text needed to prepare for the Certified in Security Supervision and Management CSSM designation offered by International Foundation for Protection Officers IFPO The IFPO also publishes The Professional Protection Officer Practical Security Strategies and Emerging Trends now in its 8th edition Core text for completing the Security Supervision and Management Program Certified in Security Supervision and Management CSSM designation offered by IFPO Contributions from more than 50 experienced security professionals in a single volume Completely updated to reflect the latest procedural and technological changes in the security industry Conforms to ANSI ASIS standards Personnel Management Training Courses United States. Office of Personnel Management. Office of Training and Development,1985 **The General Principles of Strategic School Management and Institutions of Higher Learning 2nd Edition** Adrian Bauleni,2019-03-11 This book on The General Principles of School Management and Institutions of Higher Learning is a high profile text which has been described as a masterpiece in the field of educational Management by the three evaluators of the manuscript and those who have accessed and made use of the book particularly the Universities and Colleges of Education As a result there has been sustainable demand for the book after the two thousand copies were sold out sometime back This is a clear manifestation of how unique the book has been as was described by the three evaluators in that regard The book has therefore made a remarkable contribution toward improved service delivery in schools and institutions of higher learning There is no shadow of doubt therefore that given an opportunity to study the contents of the text the outcome in providing management development skills if properly assimilated would be incredibly phenomenal for efficient running of the learning institutions Further the author as a high profile personality in society has authored several books on a variety of disciplines inclusive of the professional articles on general management philosophy which have contributed toward management thought and practice within the purview of the wider spectrum of the subject matter

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