ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



COUNCIL WRITING

Writing Effective Management Reports in Council

Write management reports and briefing notes that your CEO, directors and executive team can act on.

WHO IT'S FOR

Council officers who report to the CEO, directors and executive team.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a report around what the executive must decide
- Write clear analysis and a firm recommendation
- Present performance, risk and business impact concisely
- Link reports to organisational objectives
- Write briefing notes that executives can read in minutes
- Review and edit reports before they reach the executive

ABOUT THIS PROGRAM

Our council briefing note writing training addresses the internal reports that leaders cannot use: a briefing note that describes the issue but not what to do, an analysis with no recommendation, a performance report full of figures and no message, a risk buried in the appendix. Participants learn to plan around the executive's decision, write analysis and recommendations clearly, present performance, risk and business impact and align reports with organisational objectives. They write real reports in the session, so decisions at the executive table come faster.

Tailored to your organisation

We work with your briefing note and report templates and de-identified examples, and the program suits councils in any state or territory.

Talk to us about this program

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Enquire online