

Individual Report: Template

Title Page

Executive Summary (250-300 words – not included in the word count)

Table of Contents

Introduction

- Please provide appropriate headings and subheadings.
- Consider discussing the purpose of the report as well as how you are planning to achieve the purpose.
- Do not provide specifics of your recommendations here. Summarise the issue.

Body

- Please provide appropriate headings and subheadings.
- Discuss organisational leadership and how it affects performance.
- Describe the importance of team composition in organisational composition.
- Discuss what may have caused the issues and the potential concerns the top management has on how Terrill tried to resolve the issues.
- Refer to b and c components of 'Preparing the report' mentioned in the report instructions document.

Recommendations

- Please provide appropriate headings and subheadings.
- Based on the discussions in the body of the report, provide recommendations on what and how to implement changes to the company.
- Refer to component d of 'Preparing the report' mentioned in the report instructions document.

References

- Please use Latrobe-Harvard Style referencing.
- Please do not use web sites as your sources. Refer to journal articles, practitioner journal (e.g.: The Economist) and to your reading / textbook.
- It is expected that you will have 5-10 good academic references.

Note that the executive summary, title page, table of contents, list of illustrations/tables, references, and appendices are not included in the 2200-word count. The word count could be +/- 10% of the total.