**TITLE** (This is the title of your report and should be on a separate page)

**TABLE OF CONTENTS** (This lists the topics you will cover in your report with the page number for each topic. This should be on a separate page)

**EXECUTIVE SUMMARY** (This is a brief overview on what your report is all about – approx. 50-100 words)

**ORGANISATIONAL SURVEY**  (Answer Q4 – Explain why you needed to develop and undertake a survey. Describe how you developed it and how you implemented it amongst the JKL workforce. Refer to it as an attachment to this report. 150-200 words)

**INTERNAL & EXTERNAL DATA**. (Answer Q7b. 300-400words)

**EFECTIVENESS OF WORKFORCE PLANNING**. (Answer 7c. Refer to the 7 key results of the survey and other information to explain if the original strategies have worked. 300 - 400 words)

**CHANGE RECOMMENDATION**S: (Answer 7d – What changes will you make to improve on the positives but importantly, rectify the negatives? Explain and refer to results & other data. 200-300 words)

**5: CONCLUSION** (5—100 words)

Name: Title: Date:

Signature:

Encl: Organisational Climate Survey