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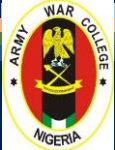


EXECUTIVE SUMMARY WRITING AND STAFF BRIEFS

BY

COL AU ABDUL

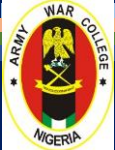
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HOW SHARP-EYED ARE PARTICIPANTS

Quotes:

- 1. “The College will challenge you with issues to which members of Faculty may not know the correct answers but sure know the wrong one.”***
- 2. “The Army War College Nigeria will require you to channel your energies towards learning, interrogating old assumptions, challenging stereotypes and developing new thought process.”***
- 3. “The welfare of men and their families is a cardinal component of command. It does not only engender camaraderie, but also motivates and enhances operational and organizational productivity.”***



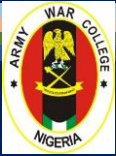
SHARP-EYED ARE PARTICIPANTS

Quotes:

- 1. *Brig Gen UM Alkali former Dy Comdt/DOS***
- 2. *Maj Gen BA Alabi former Comdt AWCN***
- 3. *Maj Gen JH Abdulsalam former Dy Comdt/DOS***



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INTRODUCTION

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INTRODUCTION

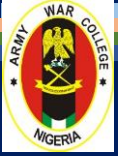


In the Services, various volumes of documents, reports and proposals are originated which require prompt decisions to be taken by ASA.



In some cases, due to paucity of time, scheduled meetings and the volume of documents need to be treated daily a superior has no time to fully digest or assimilate the overall content of a report.





INTRODUCTION (CONT)

Administration

- Pay/Allces - Medical
- State of Barracks
- Other welfare issues

Personal

- Post Svc
- Family
- Socials

Operations

- IS - COIN
- PSO - Log/Eqpt State

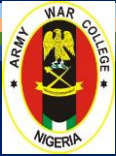
- ❖ Social media image
- ❖ Newspapers
- ❖ Visitors



- ❖ Phone calls
- ❖ Meetings
- ❖ Request for contracts



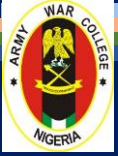
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Staff Officers **MUST** take the pressure off their commanders !!!

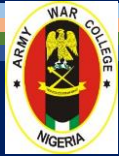
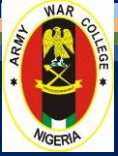


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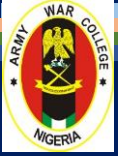


QUALITIES OF A GOOD STAFF OFFICER





AIM



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AIM

***Acquaint participants of AWCN Course 8/2024
on the modalities of writing executive
summaries and staff briefs***

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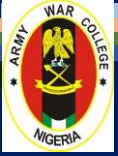


SCOPE

ABRIDGED DOCUMENTS

EXECUTIVE SUMMARY

STAFF BRIEF

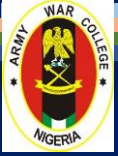


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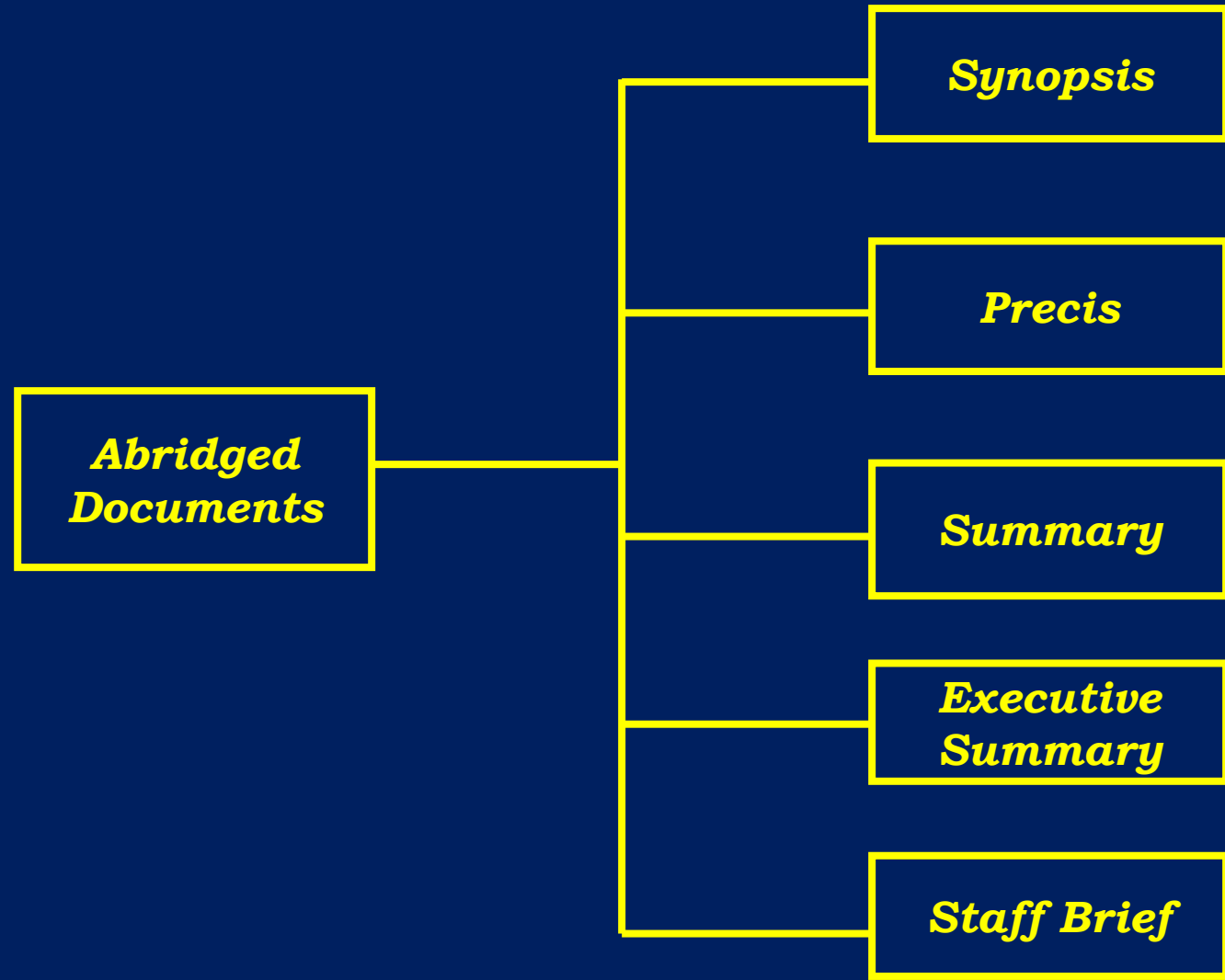


ABRIDGED DOCUMENTS

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ABRIDGED DOCUMENTS





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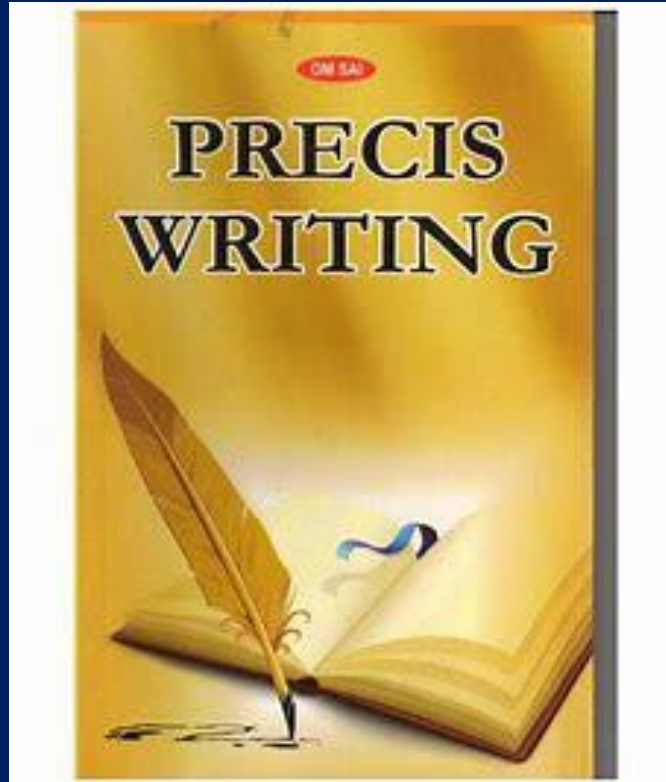
SYNOPSIS



- A miniature form of an original document. A synopsis is an overview that summarizes the main plot points of a work or document. It can be of any length but must be less than the original document. If you think of it in terms of a novel, the synopsis would be similar to the book jacket copy that tells you who the characters are and what happens to them. It usually also gives readers a feeling for the tone, genre, and theme of the work.

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PRECIS



A condensed version of the substance of an original paper.

It is a miniature form of the original document, retaining the tone and mood.

It is generally written in narrative form but could have a length of between 25-35 percent of the original document. A staff officer may also present a precis in the form of a brief to his superior officer.



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SUMMARY



- *A summary is a concise series of statements covering key actions on a subject or project from a file or a series of papers.*
- *It may be tabulated or in a note form.*
- *Prepared for information, for ready reference, or for the record.*
- *Normally retained on the file to which it refers, with an appropriate reference on the minute sheet.*

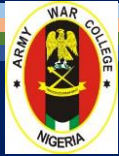
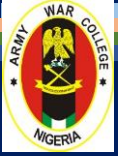
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EXAMPLE OF SUMMARY

SUMMARY OF INTRODUCTION OF TYPE 99 MK 1 CAMERA

Date	Summary	Enclosure
(a)	(b)	(c)
27 Apr 13	1. HQ NAF told us that the 99 MK 1 Camera was being introduced for squadron use soon.	E1 (Flag 1)
2 May 13	2. SASO was anxious to see pictures produced by the new camera as soon as possible. He asked SO1 Ops to arrange for all photo personnel to be instructed on loading and installation techniques.	
4 May 13	3. SO1 wrote to all groups	E2 (Flag 3)
9 May 13	4. and 4 days later sent them instructional diagrams.	E3 (Flag 4)



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

- *Executive summary is an abridgement of a paper or brief that is restricted in length to one or a few pages to allow senior officers and executives to get the gist of a lengthy document when time is short*

Australian Defence Force Publication 102



EXECUTIVE SUMMARY

- *Executive Summary is the most important part of a policy paper that synthesizes complex data into a succinct and coherent whole that allows a decision maker or general reader in a few minutes of reading to glean the problem, supporting evidence, and solutions*

- Luciana Herman

*Harvard Kennedy School of
Government*



EXECUTIVE SUMMARY

- *Executive Summary is a short and compelling summary of an expert opinion report or any other study, which brings out the main points considered, the conclusions reached and recommendations in a concise, clear and coherent form.*

Zurich-Basel Plant Science Centre



EXECUTIVE SUMMARY

• An Executive Summary is a short, separate stand-alone document which summarizes or condenses the main ideas in a larger report or proposal to enable a superior officer or reader make prompt informed decisions and focus on the issues that really matter in a report

- Armed Forces Joint Service Writing Manual (AFJSWM)





EXECUTIVE SUMMARY

"An executive summary is not a summary of everything, but a summary of the most important things."

- Colin Powell





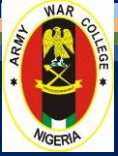
KEY COMMONALITIES

***Existence
of a main
document***

***Reduction
in length
and
content***

***Prepared for a
Chief
Executive/Senior
Officer***

***Designed
to save
time***

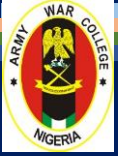


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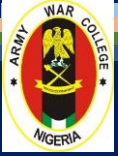
PURPOSE OF EXECUTIVE SUMMARY

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PURPOSE OF EXECUTIVE SUMMARY

- ❖ ***Executive Summary is used to:***
 - ✓ ***Communicate the main points and conclusions of a study, meeting, discussion, report or conference in a short text***
 - ✓ ***Inform busy people in executive positions on the status of a complex issue***
 - ✓ ***Give the reader a clear notion of the substance of a complex document in a short time and make available for easy reference the essential facts contained in the document***
 - ✓ ***Assist managers to understand the broader context of issues and clarify arguments that may be obscure or involved in a longer and convoluted document***



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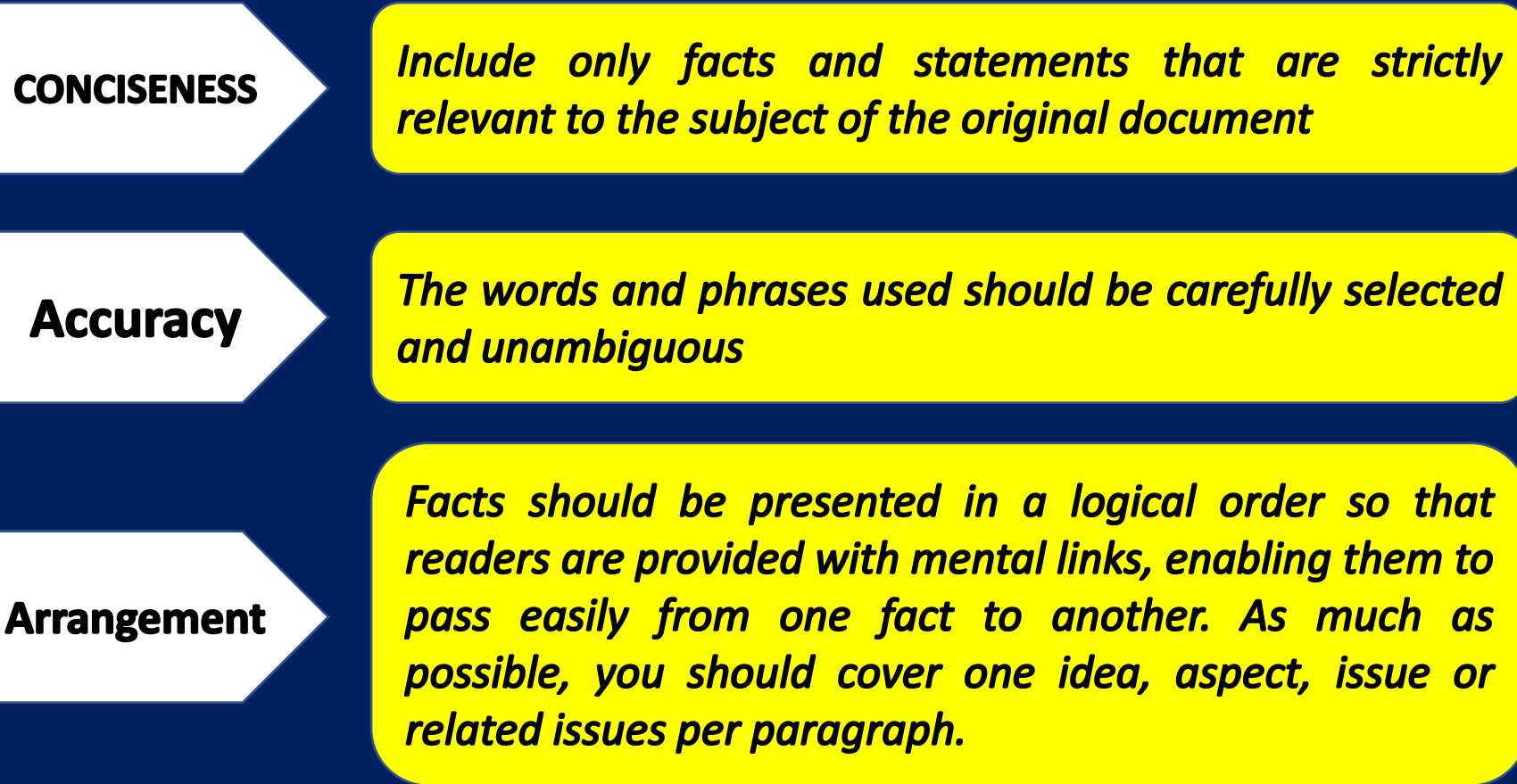


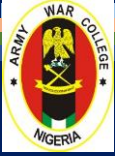
PRINCIPLES OF WRITING EXECUTIVE SUMMARY

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PRINCIPLES OF WRITING EXECUTIVE SUMMARY





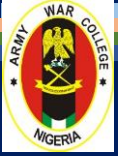
PRINCIPLES OF WRITING EXECUTIVE SUMMARY (CONT)

Style, Tone & Level

Words used should be as close as possible to those in the main document, keeping the style, tone and level

Impartiality

The writer's meaning in the main document must not be coloured or distorted in any way

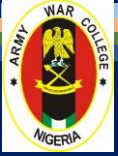


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LAYOUT OF AN EXECUTIVE SUMMARY

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LAYOUT OF AN EXECUTIVE SUMMARY

- Title block
- Presentation

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TITLE BLOCK

AHQ DTOPS/G7/20/122/1

EXECUTIVE SUMMARY FOR CTOP(A)
VISIT OF NA TRG DELEGATION TO SOUTH AFRICA FROM 3- 9 MAY 16

Refs:

- A. NA/COA/G5/5/1 dtd 8 Apr 16.
- B. AHQ DTOPS/G7/230/19 dtd 12 May 16.

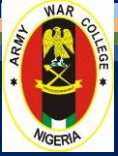
AWCN/G3/230/51

*EXECUTIVE SUMMARY OF THE REPORT OF ARMY WAR COLLEGE
NIGERIA TEAM VISIT TO THE DEFENCE ACADEMY OF THE UNITED
KINGDOM FROM 13-20 FEBRUARY 2022*

Reference:

- A. NA/COAS/G5/25/1 dated 31 Jan 22.*

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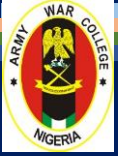
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PRESENTATION

- Introductory paragraph.
- Aim if required.
- The findings/main gist of the report divided into headings.
- Recommendations. If in original document, capture them verbatim.
- Opinions/comments if required.
- Length of the summary should not exceed 10 per cent of the original document.

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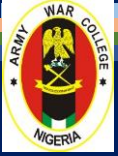


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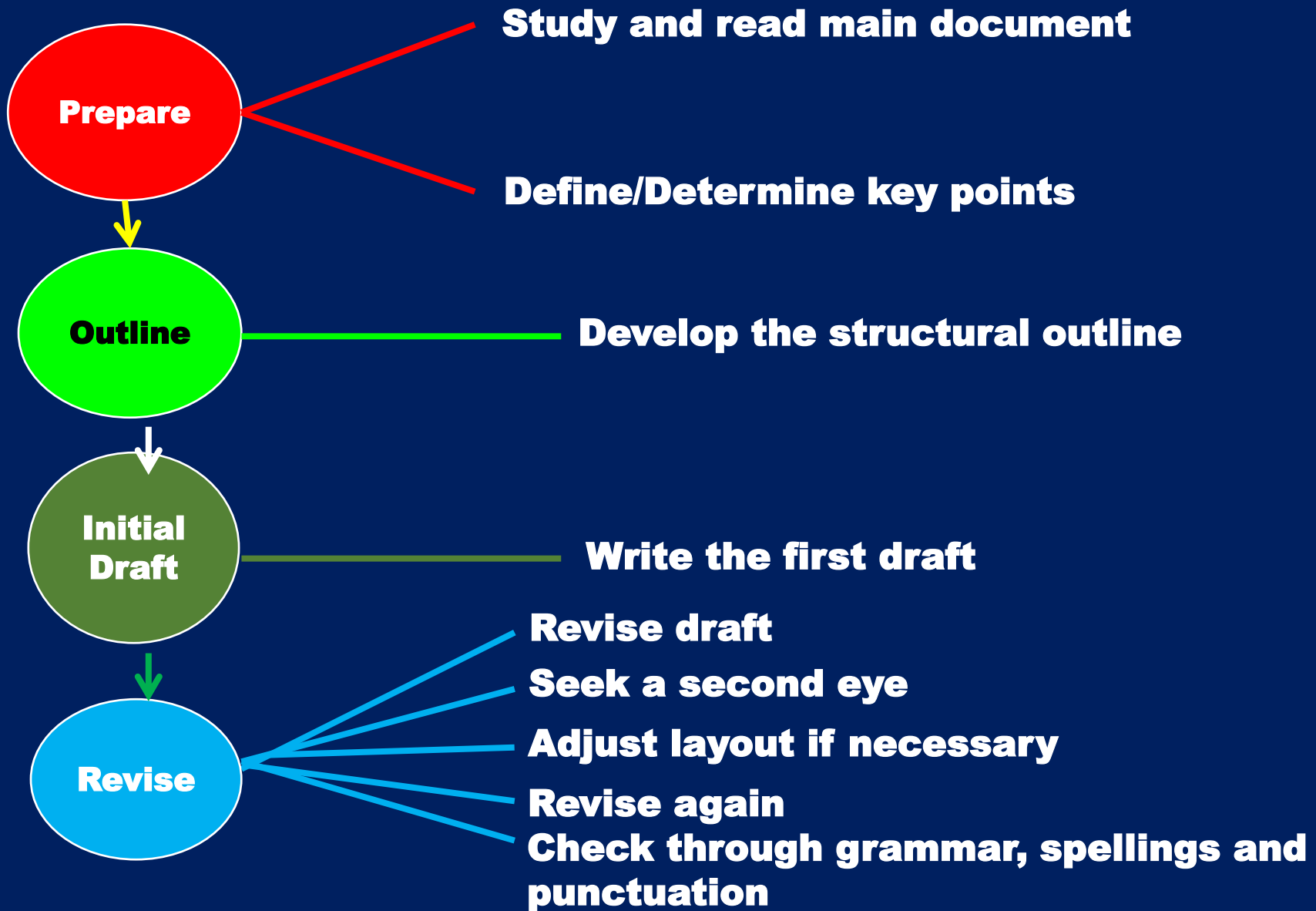


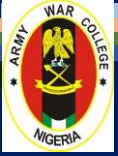
STEPS IN THE PRESENTATION OF AN EXECUTIVE SUMMARY

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STEPS IN THE PREPARATION OF AN EXECUTIVE SUMMARY



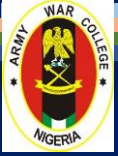


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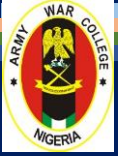
CONTENTS ORGANISATION

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CONTENTS ORGANISATION

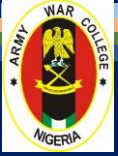
- ❖ Introduction
- ❖ Aim
- ❖ Process/Conduct
- ❖ Findings and Conclusion
- ❖ Recommendations



CONTENTS ORGANISATION (CONT)

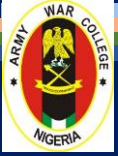
❖ Introduction

- ✓ Brief background description of the main report / document
- ✓ Problem or issue
- ✓ History of the problem
- ✓ Purpose of the report



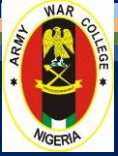
CONTENTS ORGANISATION (CONT)

- ❖ Introduction
- ❖ **Aim**
 - ✓ State the aim of the summary (not a common style)



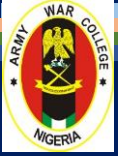
CONTENTS ORGANISATION (CONT)

- ❖ Introduction
- ❖ Aim
- ❖ **Process**
 - ✓ A brief description of process used
 - ✓ Data collected, survey involved
 - ✓ How and where data was collected
 - ✓ Constraints/limitation



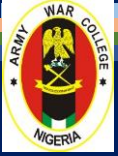
CONTENTS ORGANISATION (CONT)

- ❖ Introduction
- ❖ Aim
- ❖ Process
- ❖ **Findings / Conclusions**
 - ✓ Major findings
 - ✓ Options
 - ✓ Policy implications



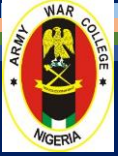
CONTENTS ORGANISATION (CONT)

- ❖ Introduction
- ❖ Aim
- ❖ Process
- ❖ Findings/Conclusions
- ❖ **Recommendations**
 - ✓ **Key recommendations**
 - ✓ **Responsibility for implementation**
 - ✓ **Timelines**
 - ✓ **Feedback and monitoring measures**



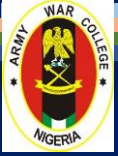
REPORT OF THE COMMITTEE SET UP BY THE COAS TO ASCERTAIN THE STATE OF EQUIPMENT IN THE NIGERIAN ARMY

- ❖ **Introduction**
- ❖ **Aim**
- ❖ **Scope**
- ❖ **Conduct**
- ❖ **1 Division AOR**
 - ✓ **Vehicles (A, B, C, D and E vehs)**
 - ✓ **Weapons (small arms, mortars, artillery guns, tank guns)**
 - ✓ **Engineering and maintenance equipment**
 - ✓ **Communications equipment**
 - ✓ **Office equipment**
 - ✓ **Medical equipment**

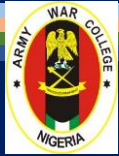


**REPORT OF THE COMMITTEE SET UP BY THE COAS TO ASCERTAIN
THE STATE OF EQUIPMENT IN THE NIGERIAN ARMY (CONT)**

- ❖ **Repeat for 2, 3, 6, 7, 8, 81 and 82 Divs**
- ❖ **Corps Headquarters, training institutions, special formations and units**
- ❖ **Findings**
- ❖ **Conclusion**
- ❖ **Recommendations**
- ❖ **Annexes to include data, charts, pictures etc**



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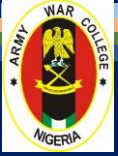
STAFF BRIEF

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4 Types of Military Briefings

- Information Briefing
 - to inform
- Decision Briefing
 - to obtain a decision
- Mission Briefing
 - the mission is.....
- Staff Briefing
 - combined staff action for Cdr





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STAFF BRIEF



The brief could be written or oral.

The brief is aimed at passing key information to a superior within a short time frame (Time avail is key)

Enables a commander take a decision without going through bulky documents.

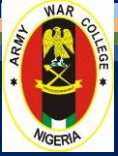
The brief must present facts so that the reader can understand and remember them quickly and easily

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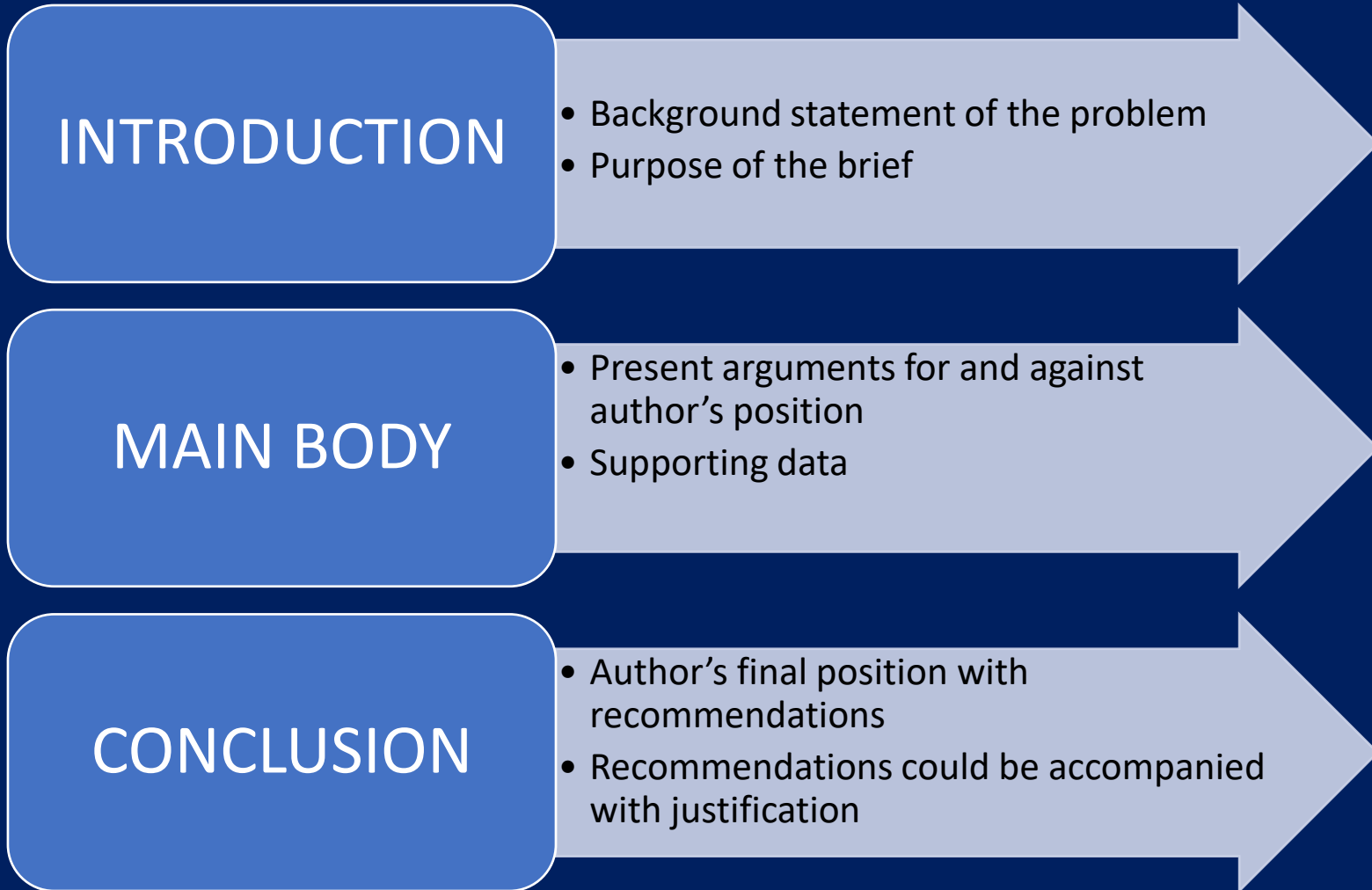
STRUCTURE OF A STAFF BRIEF

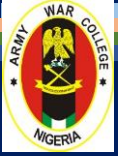


- The structure of a staff brief is flexible and depends on the purpose of the brief.
- Ask yourself if there are specific requirements related to the recipient or occasion.
- Select content carefully. Do not try to cover everything that may come up. Make choice by categorising.
 - ✓ **Musts.** The things you must mention if you have only 2 mins to explain the subject.
 - ✓ **Shoulds.** Things the recipient should know to understand the subject properly.
 - ✓ **Coulds.** The things that are nice to know, but could be left out.

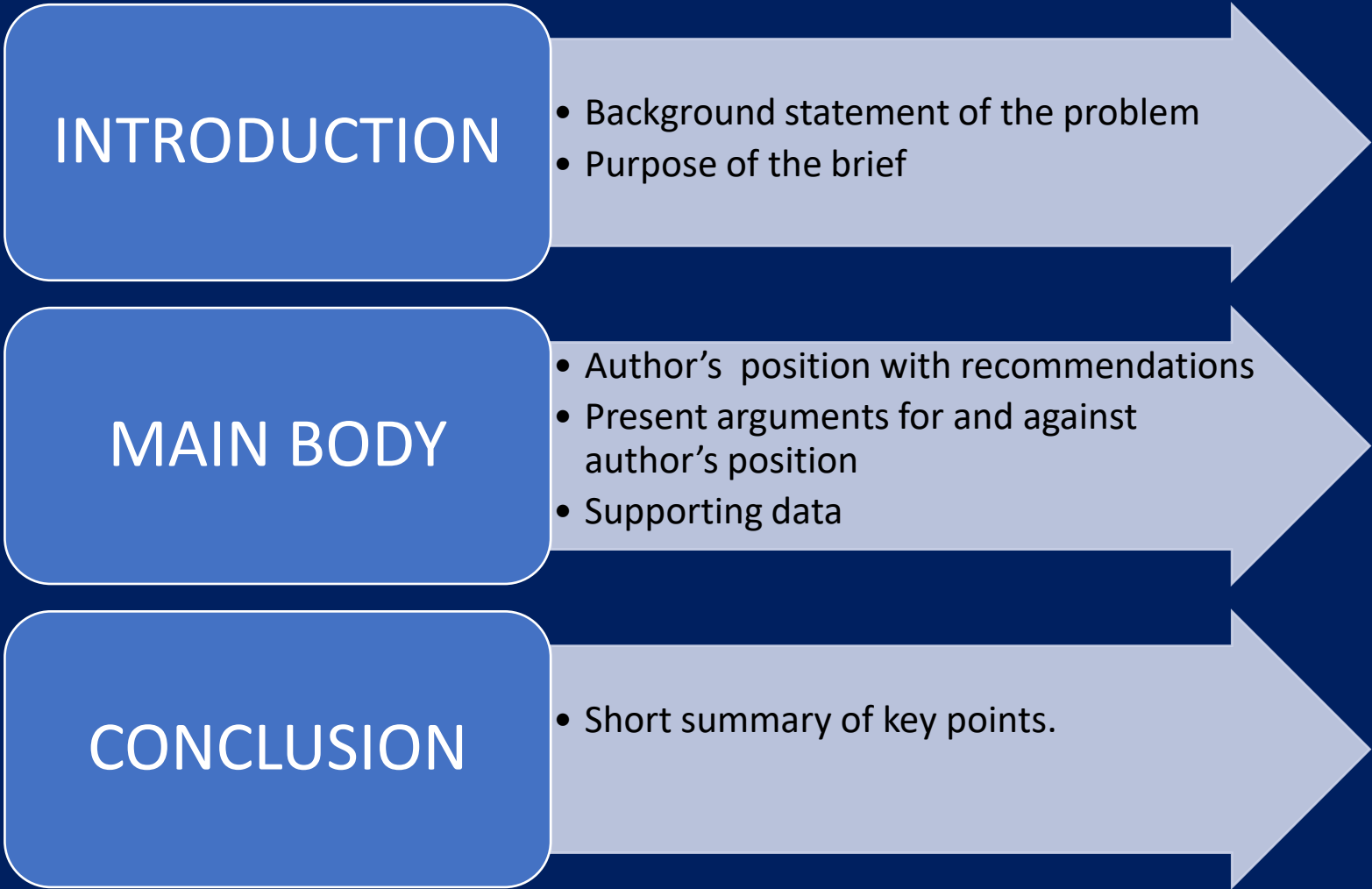


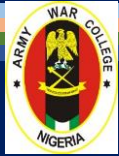
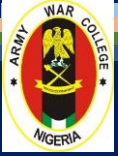
LAYOUT OF STAFF BRIEF (OPTION 1)



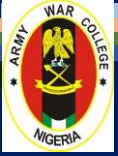


LAYOUT OF STAFF BRIEF (OPTION 2)



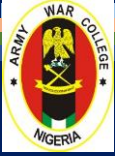


CONCLUSION



CONCLUDING POSER

Can you give 3 main differences between an executive summary and a staff brief?



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Thank You!

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