

**FOREWORD**

Greetings!

I have been given the task to prepare this Management Report to the company’s Board of Directors in order to acquaint them with all the necessary information with respect to the company’s activities, projects, and most importantly, its financial standing.

This report focuses only on information that are of great use to the Board of Directors.

[ADD MORE DETAILS]

Yours truly,

[INSERT THE NAME]

[INSERT THE POSITION]

**1. INTRODUCTION**

[SPECIFY THE NAME OF THE COMPANY], is a business enterprise that has been in operation for [SPECIFY THE NUMBER OF YEARS] years.

For the past \_\_ years, the company has received accolades for its excellent customer service. It is also well-known that there has been an increase of investments from outside sources. Aside from that, the company has also held the following activities to raise profits: [SPECIFY COMPANY ACTIVITIES]

The company also embarked on major projects in the last two quarters, which are as follows: [SPECIFY THE COMPANY’S MAJOR PROJECTS]

The success of the company and its activities and projects resulted to an increase in profit.

**2. COMPANY ACTIVITIES AND PROJECTS**

The company needed to engage its employees to increase their commitment and efficiency within the company. Therefore, the company also invested on its people. For the past \_\_ years, the company has conducted the following activities:

1. Professional Development Workshops
2. Team-Building Activities
3. Leadership Training Seminars
4. Off-Site Departmental Lunches
5. Group Mentoring’s
6. Sports Days

On the other hand, company projects are important in establishing the company’s brand and reputation in the industry. Successful projects bring about more clients and customers, and thus result in profit.

The company had the following projects for the last \_\_ years:

1. Digital and Innovation Project
2. Industrial Management Project
3. Portfolio Optimization Project
4. Infrastructure Management Project
5. [SPECIFY OTHER PROJECTS]

**3. INCOMING ACTIVITIES AND PROJECTS FOR APPROVAL**

Incoming activities and projects for the fiscal year that need approval are the following:

1. Activities

* Production of Training Course Materials for Newly-Hired Employees
* Effective Communication Seminar
* Leadership and Management Training
* Sexual Harassment Seminar

1. Projects

* Environmental Project Proposal
* Proposal for the Company’s Corporate Social Responsibility
* Proposal for the Health and Environmental Condition of Office Premises

**4. RISK MANAGEMENT**

Risk management forecasts and evaluates the company’s financial risks. It also identifies procedures to avoid or minimize the impact of such risks.

Every time the company makes an investment decision, the company exposes itself to a number of financial risks. As such, it is very important that these risks are properly managed in order to minimize the threats which may affect the company.