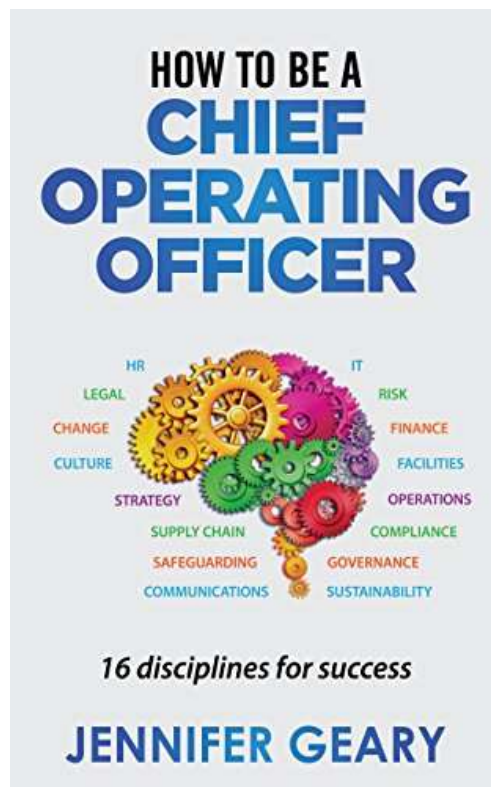


Introducing a Book:
HOW TO BE A CHIEF OPERATING OFFICER
16 Disciplines for Success
Author: Jennifer Geary

Kindle Edition



Courtesy: <https://www.amazon.com>

There is some difference between CEO and COO positions in any company/corporation. The Chief Executive Officer is the chief of the company/corporation. All officers/employees including the Chief Operating Officer are under the Chief Executive Officer. Chief Executive Officer has the responsibility to make all the major decisions of the corporation. Chief Executive Officer has the responsibility to manage all the resources of the company. He or she is the link between the board of directors of the company and all the operations of the company. CEO becomes the “face” of the company. For example, when we refer to Tim Cook, entire Apple operations are cited. All other officers/employees of Apple are under Tim Cook. The CEO of a

company is selected and appointed by the Board of Directors as well as the Stockholders of the company.

The position of a Chief Operating Officer is no less important in the performance of the duties for the benefit and growth of the company. COO looks after the day-to-day operations and the performance of the employees. COO's assessments and recommendations are highly valued. COO reports to the CEO.

What is a *discipline*? Knowledge, skill, code, etc. are part of a discipline. It also refers to disciplined act Both these features may be considered as part of the term *discipline*.

The author Jennifer Geary has many years of experience as a Chief Operating Officer in various fields such as finance, technology, and risk and legal. She has worked in diverse industries and has also been with the not-for-profit internationally reputed *Save the Children* organization. She began her career as a Chartered Accountant and has worked in her native country Ireland, UK and USA. Amazing career and amazing achievements, indeed.

This book ***HOW TO BE A CHIEF OPERATING OFFICER - 16 Disciplines for Success*** bears witness to her knowledge, experience, and career. It is written in simple, easy to follow language and the chapters focus on the 16 essential disciplines for success as a Chief Operating Officer. Disciplines are taken up one by one following a suitable hierarchy from the general requirements to the specific requirements for successful performance of the duties of a Chief Operating Officer in any organization.

The author Jane Geary begins the book with the declaration that the COO's performance must be in consonance with the Culture, Strategy and Change. Performance must take these three fundamental elements into consideration all through the process of executing the operations. The book addresses itself to the COOs, but all the enterprising students and employees and the teachers of the subject could assume themselves to be COOs and continue to read the book and benefit by the concepts, ideas and processes discussed in the book.

The book is divided into three sections:

Section 1: The foundations

Section 2: Technical Areas

Section 3: Pulling it all together.

The Sixteen Disciplines are presented under these sections.

Section 1 starts with the suggestions for the COOs: Before you begin. The author recommends that we start with the end in mind. She suggests that the COOs should be "prepared to: Learn fast, Embrace new areas and new disciplines, Apply your knowledge and wisdom to new contexts, See common themes, create a plan, move quickly, [and] reassuring people along the way." This section is absolutely important for all of us. The list of points given above along with other items are presented with great passion, strength, and insights.

In addition to the above introduction, Section 1 presents and discusses four disciplines that a COO must understand and adopt as part of his/her duties:

1. Culture (organizational, environmental, and industry and customer-oriented, etc.)
2. Strategy
3. Change

Section 2 Technical Areas

The following disciplines are described and discussed:

4. Information Technology
5. Finance
6. Human Resources
7. Operations
8. Risk
9. Governance
10. Legal
11. Compliance
12. Supply Chain Management
13. Facilities Management
14. Internal Communications & Public Relations
15. Sustainability
16. Safeguarding of Vulnerable People

Section 3 is given the title Pulling It All Together. It has three chapters: Prioritization and focus; Innovation and Agility; and What's it all about any way.

This book is a comprehensive study of all the aspects of the job of Chief Operating Officer. Students, research scholars, and junior and senior executives of a company/corporation will greatly benefit in their efforts to becoming Chief Operating Officers during their career.

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