

# HRODC Training Institute



## Course # 75

### On-Line Postgraduate Programme

### Employee Resourcing And Worker Motivation

### Course or Seminar

#### Leading To

### DIPLOMA - POSTGRADUATE IN

### Employee Resourcing And Worker Motivation

#### Progressing To a Masters Degree

## MBA – MSc – MA

### HRODC Postgraduate Training Institute - UKRLP Registration

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Prof. Dr. R. B. Crawford - Director HRODC Postgraduate Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.

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<p>122A Bhylls Lane, Wolverhampton, WV3 8DZ, UK Telephone: +44 (0) 1902 763 607 +44 (0) 1902 569133 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com reception@hrodc.com Websites: (1) <a href="http://www.hrodc.com">http://www.hrodc.com</a> (2) <a href="http://hrodc-business-products-and-services.com">http://hrodc-business-products-and-services.com</a></p>		<p>328 Linen Hall, 162-168 Regent Street, London. W1B 5TD, UK Tel: +44 (0) 20 84809628 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com reception@hrodc.com Websites: (1) <a href="http://www.hrodc.com">http://www.hrodc.com</a> (2) <a href="http://hrodc-business-products-and-services.com">http://hrodc-business-products-and-services.com</a></p>
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## COURSE CO-ORDINATOR:

### Prof. Dr. R. B. Crawford

- PhD (London),
- MEd. M. (Bath),
- Adv. Dip. Ed. (Bristol),
- PGCIS (TVU),
- ITC (UWI),
- Member of the Asian Academy of Management - MAAM,
- Member of the International Society of Gesture Studies - MISGS
- Member of the Academy of Management - MAOM,
- LESAN,
- MSCOS
- Visiting Professor Polytechnic University of the Philippines - PUP

**Typical Course Duration:** 6 Months

### COST:

- **£2,680.00** + VAT For Non-UK Students
- **£2,412.00** + V.A.T. For UK Students

### Course Cost includes:

- Course Guide and Supplement,
- Course Material
- On-line Support
- Available Learning Resources
- Assessment over 6 month's period
- Reassessment over 6 month's period
- HRODC Diploma – Postgraduate
- Dissertation cost includes Reexamination and Revision over a 3-year period from 1<sup>st</sup> Registration.

## Seminar or Course Objectives

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By the conclusion of the specific learning activities delegates will:

- ❖ Exhibit an understanding of the desirability of a limited turnover of staff.
- ❖ Demonstrate their ability to determine the type of commitment that motivate particular individuals to join an organisation
- ❖ Have designed ways of stabilizing staff turnover/high turnover
- ❖ Be aware of how personnel demand forecast (PDF) is conducted
- ❖ Demonstrate their ability to conduct a human resource audit
- ❖ Be aware of the non-conventional selection methods
- ❖ Be able to conduct periodic and exit interviews
- ❖ Demonstrate their ability to conduct job analysis
- ❖ Be able to design job description and personnel specification for particular roles
- ❖ Be able to weight a candidate assessment form, on the basis of job description and personnel specification
- ❖ Be able to use candidate assessment form in short listing and
- ❖ Interviews
- ❖ Be able to conduct individual and panel interviews
- ❖ Be capable of arriving at objective decisions in personnel
- ❖ Selection
- ❖ Be able to analyse education, training and development programmes
- ❖ Be able to design an effective induction package.
- ❖ Demonstrate an understanding of the legal bases of Employee Resourcing
- ❖ Relate specific recruitment, selection, retention and exit issues to UK and European legislation
- ❖ Cite Specific legislation and related cases relevant particular job design issues
- ❖ Suggest the constraints that specific UK Protective Legislation place on the recruitment, selection and management of employees.
- ❖ Demonstrate their ability to lead a recruitment and Selection team.
- ❖ Be able to manage recruitment and selection within a 'resourcing context'.

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- ❖ Demonstrate an understanding of the concept of motives and their value in organisational and subsystem effectiveness
- ❖ Distinguish between the different sets of motivation theories, notably content, process and reinforcement
- ❖ Demonstrate their ability to translate motivation theory into practice
- ❖ Evaluate the appropriateness of the application of particular theoretical aspects of motivation to specific situations
- ❖ Demonstrate their ability to formulate a comprehensive motivation strategy
- ❖ Critically appraise existing motivation strategy within their organisations, identifying and addressing gaps
- ❖ Formulate a workable motivation strategy
- ❖ Follows the common trends in the popular motivation theories.
- ❖ Demonstrate their appreciation of the need for a variance in intrinsic and extrinsic values if motivation.
- ❖ Demonstrate how popular motivation theories have contributed to our understanding of worker behaviour.
- ❖ Locate performance related pay, productivity bonuses and other remuneration inducement within existing motivation theory.
- ❖ Illustrate how the contingency approach to motivation might be applied to different situations.
- ❖ Indicate the part that training and development play in worker motivation.
- ❖ Manage the process of motivation, taking account of socio cultural and economic differences.
- ❖ Manage the motivation process, taking account of the differences in preferences and expectation of workers.
- ❖ Apply the 'equity' theory to work situation from a 'differentiation perspective', rather than an 'equality perspective'.
- ❖ Demonstrate the need to balance the 'individualist' and 'collectivist' perspective to motivation.

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## Seminar Contents & Concepts

- ❖ Staff turnover and negative and positive impact on the organisation
- ❖ Levels of Individual Commitment of potential and new recruits
- ❖ Moral Commitment -
- ❖ Remunerative Commitment -
- ❖ Calculative Commitment;
- ❖ Recruitment and Selection as a resourcing activity
- ❖ Training, Education, Development as facilities for new recruits
- ❖ The importance of Human resource Forecasts
- ❖ Methods of Forecasting human Resource needs of the Organisation
- ❖ Strategic Operational Review' (SOR) as prerequisite for Human Resource Forecasting
- ❖ The legal bases of Recruitment and Selection
- ❖ Job Design
- ❖ Types of Job Design
- ❖ Mechanistic Job Design
- ❖ Biological Job Design
- ❖ Motivational Job Design.
- ❖ Perceptual Job Design
- ❖ Importance of Human Resource Audit
- ❖ Conducting Human Resource Audit
- ❖ Periodic and Exit Interviews
- ❖ Systematic Recruitment and Selection Process
- ❖ Conducting Job Analysis
- ❖ Designing Job Description
- ❖ Designing Personnel Specification
- ❖ Market Targeting
- ❖ Designing and Placing Advertisement
- ❖ Weighting and Using Candidate Assessment Form (CAF)
- ❖ Non-conventional Personnel Selection

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- ❖ The value of Staff Induction
- ❖ Organising an induction programme
- ❖ Running an induction Programme
- ❖ Short listing candidates
- ❖ Conducting Selection Interviews
- ❖ The value of and problems of e-recruitment
- ❖ The different types and levels of e-recruitment
- ❖ Conducting periodic interviews
- ❖ Conducting exit interviews
- ❖ Directing Or Leading
- ❖ The Concept of Motivation
- ❖ Theories of Motivation
- ❖ Content Theories & Some of Their Contributors
- ❖ Maslow's Hierarchy of Needs
- ❖ Analysis of Maslow's Claims
- ❖ McClelland's Studies
- ❖ Taylor: Money & Motivation
- ❖ Motivator-Hygiene Factor: Herzberg's Contribution
- ❖ Process Theories
- ❖ Equity Theory
- ❖ Goal-Setting Theory
- ❖ Expectancy Theory
- ❖ Equitable Reward Systems
- ❖ Reinforcement Theories
- ❖ Reinforcement Theory
- ❖ Motivation & Contingency Theory
- ❖ Designing An Effective Motivation Strategy
- ❖ The collectivist Vs the individualist perspective of motivation
- ❖ Common trends in Motivation theories
- ❖ Intrinsic and extrinsic values of motivation
- ❖ Motivation and worker behaviour

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- ❖ The extent to which salary or wages inducement motivate workers
- ❖ Performance Related Pay (PRP)
- ❖ Productivity Bonuses
- ❖ Efficiency Gains
- ❖ Profit Share
- ❖ The contingency approach to motivation
- ❖ Social differentiation in motivation
- ❖ Culture differentiation in motivation
- ❖ Wealth as a factor in motivation
- ❖ Class as an issue in Motivation
- ❖ Individual expectation and motivation
- ❖ Individual preferences as a motivating factor




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## On-line Postgraduate Application, Admission and Enrolment Procedure

**On-line Postgraduate Enrolment can be done at any time convenient to the student**

### 1. Continuous Registration for Postgraduate Diploma and Masters Degree – MA, MSc, MBA, Executive MBA

Prospective students might register for a Full Postgraduate Diploma or Masters Degree, in the first instance. This will represent a continuous registration, incorporating the different courses, and, or, modules. The duration of a Postgraduate Diploma or Postgraduate Diploma component of a Masters Degree is typically two years but is longer for programmes such as Executive MBA. The procedure outlined below is more appropriate for those studying individual courses.

### 2. Online Application Requirement:

Please send the following documents:

- ✚ Completed Postgraduate Application Form, including a passport sized picture of the applicant
- ✚ Copy of Issue and photo page of your current passport or copy of you National Identity Card, if it has your photograph incorporated.
- ✚ Two recent References, at least one of which should be academic – from your University or College

### 3. What Happens Next?

- ✚ On receipt of all the above documents we will make an assessment of your suitability for the Programme.
- ✚ If you are accepted on the Programme, you will be notified accordingly and sent an Admission and Enrolment Confirmation Letter and Invoice.
- ✚ One week after the receipt of your payment or official notification of your payment, your course tutor will contact you, by e-mail or telephone, welcoming you to the Programme and officially commencing your study.
- ✚ The six months countdown begins with the initial Tutor Contact.

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## 4. Subsequent Course Registration

Once you have registered for one course, subsequent course registration is straightforward

- ✚ When you have notified us, by e-mail, of your intention to register for another course, we will send you your Admission and Enrolment Confirmation Letter and Invoice.
- ✚ One week after the receipt of your payment or official notification of your payment, your course tutor will contact you, by e-mail or telephone, welcoming you to the Programme and officially commencing your study.
- ✚ The six months countdown begins with the initial Tutor Contact.

## 5. Registering for the Masters Degree

- ✚ When you have successfully completed the requirement for the Postgraduate Diploma, you will receive the Award
- ✚ If you intend to proceed to the Masters degree, you need to register for course #7, Research Project: Design, Conduct & Report
- ✚ Close to the completion of this compulsory course, you may register for the Masters Degree
- ✚ Your Masters Degree registration will incorporate a Synopsis or Research Proposal. The groundwork for this would have been addressed by course #7.
- ✚ We will then send you your Admission and Enrolment Confirmation Letter and Invoice.
- ✚ You will be assigned a Dissertation Supervisor and a Dissertation Mentor
- ✚ Your Dissertation Supervisor will have the main responsibility for your work
- ✚ Your Dissertation Mentor will have casual contact with you and resolve any problems that you might be experiencing with your supervision that your Dissertation Supervisor cannot address or that you do not wish to bring to his or her attention
- ✚ One week after the receipt of your payment or official notification of your payment, your Dissertation Supervisor will contact you, by e-mail or telephone, welcoming you to the Programme and officially commencing your study.
- ✚ The two year countdown begins with the initial Supervisor Contact.

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## **General Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes**

### **Summary of the Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes**

Students who have successfully completed the HRODC General Postgraduate Diploma, HRODC Specialist Postgraduate Diploma and HRODC Cumulative Postgraduate Diploma may proceed to register for the Postgraduate Degree (MBA, MA, MSc). HRODC Cumulative Postgraduate Diploma relates to a Diploma that is granted through the addition of courses taken at intervals over a 6-year period. This type of Postgraduate Diploma might include both General and Specialist groupings. The requirement incorporates the '180-Hour Rule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma.

After the Postgraduate Diploma Stage, students might register for a Masters Degree (MA, MBA, MSc – as appropriate). They will then be required to study a research module – Course #7 and present an externally assessed Dissertation of 15,000 to 20,000 words. They will receive supervision from 2 research tutors and will submit to an Oral Examination of their Thesis.

### **HRODC Postgraduate Diploma and Diploma – Postgraduate.**

#### **HRODC Postgraduate Diploma and Diploma - Postgraduate: Distinction and Award**

The successful completion of four on-line Postgraduate Courses will lead to the award of HRODC Training Institute's Postgraduate Diploma. Each six month's course, which is successfully completed, will lead to the Institute's Diploma - Postgraduate. The term 'Diploma – Postgraduate' indicates that the course is postgraduate and counts towards a full Postgraduate Diploma

Individual Modules and Blocks of HRODC Postgraduate Diploma can be studied over a 6-year period. All modules or Blocks, in the case of the Postgraduate Diploma in Executive Management, must have been studied, with Students gaining 50% and

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above in at least 70% of the modules or blocks. To achieve the attainment level required for the Award of HRODC Postgraduate Diploma in Communication and Information Management, students should achieve a minimum of 50% pass in at least 70% of the modules. Module one will be treated as a double-unit and assessed in 2-parts, while module 3 will be regarded as 4 units, assessed in 4 distinct parts. There are, therefore 10 units, for assessment purpose, requiring at least a pass in 7 units, at 50% or higher. The assessment will be facilitated by the issuance of bound copies of course guides and course supplement (possibly combined), at the beginning of the training.

Students who fail to achieve the requirement for HRODC Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions. Those students who fail to achieve the requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Participation.

### **Title Examples of HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate**

HRODC Postgraduate Diploma Course or Seminar Titles include: *HRODC Postgraduate Diploma in Human Resource Management; HRODC Postgraduate Diploma in Comprehensive Human Resource Management; HRODC Postgraduate Diploma in Executive Management; HRODC Postgraduate Diploma in Comprehensive Real Estate Management; HRODC Postgraduate Diploma in Women in Management; HRODC postgraduate Diploma in Comprehensive Project Management; HRODC Postgraduate Diploma in Communication and Information Management.*

HRODC Diploma – Postgraduate - Course or Seminar Titles include: *HRODC Diploma - Postgraduate - in Financial Risk Management; HRODC Diploma - Postgraduate - in Judging Economic and Financial Crimes; HRODC Diploma - Postgraduate - in UK Legal System: Court Organisation and Management; HRODC*

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*Diploma - Postgraduate - in Organisational Change Management; HRODC Diploma - Postgraduate - in Client Or Customer Care; Leading to HRODC Diploma - Postgraduate - in Trainer Training: Training for Trainers; HRODC Diploma - Postgraduate - in Worker Motivation; HRODC Diploma - Postgraduate - in Employee Resourcing: Recruitment and Selection; HRODC Diploma - Postgraduate - in Diversity Management; HRODC Diploma - Postgraduate - in Research Project Management; HRODC Diploma - Postgraduate - in Anti-Dumping and Anti-Subsidy; HRODC Diploma - Postgraduate - in Internal Audit; HRODC Diploma - Postgraduate - in Fundamentals of Automotive Industry; HRODC Diploma - Postgraduate - in Advanced Project Management; HRODC Diploma - Postgraduate - in Productivity Improvement; HRODC Diploma - Postgraduate - in Introduction to Real Estate Management; HRODC Diploma - Postgraduate - in Conveyancing and Property Valuation; HRODC Diploma - Postgraduate - in UK Employment Law; HRODC Diploma - Postgraduate - in UK Consumer Law; HRODC Diploma - Postgraduate - in ISO 9000 Quality Systems; HRODC Diploma - Postgraduate - in Modern Quality Systems; HRODC Diploma - Postgraduate - in Modern Quality Systems and ISO 9000; HRODC Diploma - Postgraduate - in Personnel and Occupational Testing; HRODC Diploma - Postgraduate - in Personnel and Occupational Test Questionnaire Design and Results Analysis; HRODC Diploma - Postgraduate - in Information, Risk and Security Management; HRODC Diploma - Postgraduate - in Executive Leadership and High Performance Team Management; HRODC Diploma - Postgraduate - in Organisational Design: Structuring and Restructuring Organisations; HRODC Diploma - Postgraduate - in Investment Projects in Industrial Sector; HRODC Diploma - Postgraduate - in Industrial Investment Performance Evaluation; HRODC Diploma - Postgraduate - in Strategic Management and Project Management; HRODC Diploma - Postgraduate - in Fundamentals in Oil and Gas Accounting; HRODC Diploma - Postgraduate - in Advanced Financial Accounting; HRODC Diploma - Postgraduate - in Advanced Cost Management; HRODC Diploma - Postgraduate - in Assessing Parenting Capability and Children's Need; and Recording & Report Writing For Social Service; HRODC Diploma - Postgraduate - in Strategic Management and Strategic Cost*

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*Management; HRODC Diploma - Postgraduate - in Strategic Management*  
*Accounting; HRODC Postgraduate Diploma - Postgraduate - in Advanced*  
*Budgeting; HRODC Diploma in Fundamentals of Air Cargo.*

### **HRODC Postgraduate Diploma Typology**

HRODC would like to initiate and maintain a typology that will distinguish between its 3 main categories of Postgraduate Diploma:

1. HRODC General Postgraduate Diploma
2. HRODC Specialist Postgraduate Diploma
3. HRODC Cumulative Postgraduate Diploma

HRODC General Postgraduate Diploma refers to the Postgraduate Diploma, which consists of generic courses, taken within a three-year period. HRODC Specialist Postgraduate Diploma must be construed to mean a Postgraduate Diploma that consists of related courses. These include: *HRODC Postgraduate Diploma in Human Resource Management; HRODC Postgraduate Diploma in Comprehensive Human Resource Management; HRODC Postgraduate Diploma in Executive Management; HRODC Postgraduate Diploma in Comprehensive Real Estate Management; HRODC Postgraduate Diploma in Women in Management; HRODC Postgraduate Diploma in Comprehensive Project Management; HRODC Postgraduate Diploma in Communication and Information Management.*

HRODC Cumulative Postgraduate Diploma relates to a Diploma that is granted through the addition of courses taken at intervals over a 6-year period. This type of Postgraduate Diploma might include both General and Specialist groupings. The requirement incorporates the '180-HourRule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma.

### **HRODC's Quality Assurance**

The 50% minimum attainment requirement for the HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate - is an attestation to our concern for quality and

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exceptional performance. This 'standard' is in line with most British Universities, some having recently moved away from their traditional 40% attainment requirement. One of the several ways in which HRODC assures academic and professional quality is to ensure that most of its consultants hold a PHD in their areas of specialism. The lowest qualification of any consultant at HRODC is an MA and, or, MSc. These qualifications are in addition to relevant experience and continuous development. While most applicants to HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate - Programmes are holders of Undergraduate and Postgraduate Degrees, some being Professors of internationally renowned Universities, others do not hold a degree but have substantial work and life experience to excel in the courses. In addition, HRODC has instituted the '180-HourRule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. Specialist Diploma such as the HRODC 'Postgraduate Diploma in Executive Management' consists of 540 hours.

In addition to the above, HRODC has incorporated the following additional Quality measures in its Postgraduate Degree Programme – These can also be found in the document *Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes*

1. The length of the Dissertation will be between 15,000 and 20,000 words. Higher or lower limits can only be accepted through special dispensation, tabled through their Dissertation Tutor;
2. Students will be assigned one Main Dissertation Supervisor, for formal tuition, and a Dissertation Mentor, who will provide them with informal advice, in conjunction with their Main Dissertation Supervisor;
3. Students' Viva Voce, or Oral, Examination will be conducted within 3 months of the submission of their Dissertation;
4. The Dissertation Examination will be conducted by an External and an Internal Examiner;
5. The External Examiner will be drawn from a recognized University and will be an Academic in the Discipline, who is not otherwise associated with HRODC;

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6. The Internal Supervisor will be an HRODC Tutor, who is neither Students' Main Dissertation Supervisor or their Dissertation Mentor;
7. The submission date of a Masters Dissertation is expected to be within 12 calendar months of their initial registration for the Degree but can be extended, on application, to a period not exceeding 24 months;
8. In the event that Students were not successful on the first attempt, they will be given the opportunity to make minor amendment to, or revise, their Dissertation, with the guidance of their Dissertation Supervisors.

### Course Admission and Registration:

As an Award-bearing Postgraduate Course, it is essential that we assess the aptitude of our potential participants. We, would, therefore appreciate if you might complete our standard Postgraduate Application Form, which is available on request (please see our contact details above), or downloadable from:

[http://www.hrodc.com/Brochure\\_Download\\_Centre.Company\\_Brochures\\_Seminar\\_Brochures\\_Seminar\\_Schedule.htm](http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm)

If your previous qualifications and experience are in line with our admission criteria, you will be sent an official notification of your admission to the course or courses for which you have applied, along with a Proforma invoice, for the payment of the relevant fees. You will then be duly registered for the course/s as soon as we have received your payment.

### Terms and Conditions

HRODC Policy Terms and Conditions are Available for viewing at:

<http://www.hrodc.com/COSTS.htm>

Or Downloaded, at:

[http://www.hrodc.com/Brochure\\_Download\\_Centre.Company\\_Brochures\\_Seminar\\_Brochures\\_Seminar\\_Schedule.htm](http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm)

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