

# HRODC Training Institute



**Course # 71**

**On-Line Postgraduate Programme**

**Executive Leadership and Corporate Communication**

**Course or Seminar**

**Leading To**

**DIPLOMA - POSTGRADUATE IN**

**Executive Leadership and Corporate Communication**

**Progressing To a Masters Degree**

**MBA – MSc – MA**

## HRODC Postgraduate Training Institute - UKRLP Registration

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

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| <h2>Course # 71</h2>  |
| <h3>On-Line Postgraduate Programme</h3>   |
| <h3>Executive Leadership and Corporate Communication</h3>                           |
| <h3>Course or Seminar</h3>  |
| <h4>Leading To</h4>   |
| <h3>DIPLOMA - POSTGRADUATE IN Executive Leadership and Corporate Communication</h3> |
| <h4>Progressing To a Masters Degree</h4>  |
| <h2>MBA – MSc – MA</h2>   |

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

Prof. Dr. R. B. Crawford - Director HRODC 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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## 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.

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## Executive Leadership and Corporate Communication Course Programme

| Module #  | Module Title  |  |
|---|---|--|
| 1   | Team Dynamics   |  |
| Objectives  | Contents & Concepts   |  |
| <p>By the end of the specified learning and development activities, delegates will be able to:</p> <ul style="list-style-type: none"> <li>❖ Distinguish between groups and mere aggregations</li> <li>❖ Suggest the difference in interpretation of groups and teams</li> <li>❖ Demonstrate your understanding of the social and psychological relevance of the stages of formation of a group</li> <li>❖ Distinguish between task forces, committees, command groups and boards</li> <li>❖ Suggest how informal groups might be empowered to enhance organisational effectiveness</li> </ul> | <ul style="list-style-type: none"> <li>❖ Distinguishing groups from aggregations</li> <li>❖ Group solidarity</li> <li>❖ Group cohesion;</li> <li>❖ Team or group: A distinction</li> <li>❖ Team dynamics</li> <li>❖ Types of teams</li> <li>❖ Command teams;</li> <li>❖ Committees (temporary &amp; Standing);</li> <li>❖ Task Forces;</li> <li>❖ Boards.</li> <li>❖ Team formation</li> <li>❖ Forming;</li> <li>❖ Storming;</li> <li>❖ Norming or initial integration;</li> <li>❖ Performing or total integration</li> <li>❖ Disbandment or adjournment</li> <li>❖ Purpose of teams in the work-place</li> <li>❖ Team characteristics;</li> <li>❖ The role concept: An introduction</li> <li>❖ How 'true-to-life' or realistic are the forming and norming stages of team development?</li> <li>❖ Dysfunctional behaviour in teams               <ul style="list-style-type: none"> <li>* Aggressiveness-</li> <li>* Blocking</li> <li>* Interfering</li> <li>* Competing,</li> <li>* Seeking sympathy</li> <li>* Withdrawal</li> <li>* Special pleading</li> </ul> </li> <li>❖ Inter-team conflict;</li> <li>❖ Sources of inter-team conflict;</li> <li>❖ Consequences of dysfunctional conflict;</li> <li>❖ Team decision-making;</li> <li>❖ Social identity theory</li> </ul> |  |

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|------------|---------------|--|
| 1          | Team Dynamics |  |
| Objectives |               | Contents & Concepts  |
|            |               | <ul style="list-style-type: none"> <li>❖ Team building and maintenance roles: Improving team effectiveness               <ul style="list-style-type: none"> <li>✦ Encouraging members</li> <li>✦ Harmonising</li> <li>✦ Standard setting</li> <li>✦ Gate-keeping</li> <li>✦ Determining the optimum team size</li> </ul> </li> <li>❖ Providing team incentives</li> <li>❖ Encouraging conflict</li> <li>❖ Averting groupthink</li> <li>❖ Avoiding the risky shift syndrome</li> <li>❖ ‘Resonance’ as an Issue in Team Development</li> <li>❖ Employing Transactional Analysis</li> <li>❖ Employing effective Diversity Management</li> <li>❖ Discouraging Resonance</li> </ul> |

| Module #  | Module Title                          |  |
|---|---------------------------------------|--|
| 2   | Executive High Performance Leadership |  |
| Objectives  |                                       | Contents & Concepts  |
| <p>By the end of the specified learning and development activities, delegates will be able to:</p> <ul style="list-style-type: none"> <li>❖ Distinguish between the concepts of ‘leader’ and ‘managerial leader’</li> <li>❖ Demonstrate their understanding of at least 2 approaches to leadership</li> <li>❖ Demonstrate their understanding of the relationship between fielder’s situational model &amp; McGregor’s Theory ‘X’ &amp; Theory ‘Y’ leadership styles</li> <li>❖ Plot the relationship between managers with high &amp; low least preferred co-worker (LPC), characteristics, respectively</li> <li>❖ Demonstrate their understanding of the High and Low LPC Leaders’ degree of behavioural control over their subordinates, respectively</li> <li>❖ Explain the relationship between the ‘goal-path model’ of leadership &amp; the expectancy theory of motivation</li> <li>❖ Suggest problems with equalities or traits approaches</li> <li>❖ Explain ‘Person’ or ‘Consideration Oriented’</li> </ul> |                                       | <ul style="list-style-type: none"> <li>❖ The concepts of ‘leader’ and ‘managerial leader’</li> <li>❖ The leader and authority</li> <li>❖ The leader and influence</li> <li>❖ The manager and the conferment of power</li> <li>❖ The application of control and ‘power cohesion’</li> <li>❖ The ‘managerial leader’ and the ability to vary strategy</li> <li>❖ Power as a recourse of the managerial leader</li> <li>❖ Leadership and</li> <li>❖ Interpersonal relationship</li> <li>❖ Approaches to leadership</li> <li>❖ Qualities or Traits Approach to leadership</li> <li>❖ Task and person orientation</li> <li>❖ Participative leadership</li> <li>❖ Transactional Leadership</li> <li>❖ Transformational Leadership</li> <li>❖ Contingency or Situational Approaches to Leadership</li> <li>❖ Leaders VS non-leaders in relation to confidence &amp; intelligence</li> </ul> |

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| <b>Module #</b> | <b>Module Title</b>   |   |
|-----------------|---|---|
| <b>2</b>        | <b>Executive High Performance Leadership</b>  |   |
|                 | <b>Objectives</b>   | <b>Contents &amp; Concepts</b>  |
|                 | <p>leaders and their relationship with employee satisfaction and subsequent staff turn over level</p> <ul style="list-style-type: none"> <li>❖ Point to specific empirical research supporting the relationship between participative leadership</li> </ul> | <ul style="list-style-type: none"> <li>❖ Leadership and extroversion</li> <li>❖ Problems with Traits Approach'</li> <li>❖ Social, power &amp; achievement needs and their relevance to leadership</li> <li>❖ 'Task and leader- qualities match'</li> <li>❖ TTt Perceived consequence of task orientation and reduced relationship orientation for managerial effectiveness</li> <li>❖ The consequence of Person or consideration oriented leadership on employee satisfaction and subsequent staff turnover</li> <li>❖ Contingent factors and leader effectiveness or ineffectiveness</li> <li>❖ Perceived value of 'democratic leader behaviour', dispensing participative leadership</li> <li>❖ Perceived value of pppppppppp</li> <li>❖ Perceived value of 'autocratic leader behaviour'</li> <li>❖ Value of 'performance monitoring' to individual effectiveness</li> <li>❖ Result Orientation Leadership VS Process Oriented Leadership</li> <li>❖ Transformational</li> <li>❖ Leadership and Charisma</li> <li>❖ Mission Progress Articulation</li> <li>❖ Leading through delegation</li> <li>❖ Subordinates' perception of transformational leadership VS transactional leadership</li> <li>❖ Contingency Approaches to Leadership and the crucial nature of an organisation's environmental variables</li> <li>❖ Contingency approaches VS Universalist approaches to leadership</li> <li>❖ Contingency approaches to leadership and their relationship to trait and style orientations</li> <li>❖ Employee development or maturity and its relevance to superior-subordinate relationships</li> <li>❖ Superior-subordinate relationships as leader behaviour</li> <li>❖ Superior-subordinate relationships as control and influence</li> </ul> |

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|-----------------|--|---|
| <b>2</b>        | <b>Executive High Performance Leadership</b> |   |
|                 | <b>Objectives</b>                            | <b>Contents &amp; Concepts</b>  |
|                 |  | <ul style="list-style-type: none"> <li>❖ Superior-subordinate relationships as power and authority</li> <li>❖ Least Preferred Co-worker (LPC) – Low and High</li> <li>❖ Characteristics of LPC managers and their relationship to McGregor’s theory X and Theory Y</li> <li>❖ Characteristics of low LPC managers and their relationship to autocratic leader behaviour</li> <li>❖ Characteristics of low LPC managers and their relationship with Theory X</li> <li>❖ Characteristics of low LPC managers and their relationship to task control</li> <li>❖ Characteristics of high LPC managers and their relationship to McGregor’s theory Y leader</li> <li>❖ Characteristics of high LPC managers and their relationship to permissive leader behaviour</li> <li>❖ LPC Leaders and their relationship with production orientation</li> <li>❖ LPC Leaders and their perception of the behaviour that they need to exhibit to achieve productivity improvement.</li> <li>❖ LPC Leaders and the concept of ‘Power Distance’</li> <li>❖ LPC Leaders and their emphasis on meeting targets</li> <li>❖ LPC Leaders and the level of regard they have for superior-subordinate relationship</li> <li>❖ Relevance of Situational Variables on leader behaviour: <ul style="list-style-type: none"> <li>* Leader-Member Relation</li> <li>* Task Structure</li> </ul> </li> </ul> |

| <b>Module #</b> | <b>Module Title</b>   |   |
|-----------------|---|---|
| <b>3</b>        | <b>Information Gathering, Processing and Presentation</b>   |   |
|                 | <b>Objectives</b>   | <b>Contents &amp; Concepts</b>  |
|                 | <p>By the conclusion of the specified learning activities, participants will be able to:</p> <ul style="list-style-type: none"> <li>❖ Distinguish between data and information</li> <li>❖ Assess the value of secondary sources of</li> </ul> | <ul style="list-style-type: none"> <li>* Instruments of Analysis</li> <li>* Using a ‘Tally System’</li> <li>* Using Excel Package</li> <li>❖ Data Interpretation</li> </ul> |

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|--|---|--|
| <b>3</b>   | <b>Information Gathering, Processing and Presentation</b>   |  |
| <b>Objectives</b>  | <b>Contents &amp; Concepts</b>  |  |
| <p>information as a prelude to the presentation of primary information</p> <ul style="list-style-type: none"> <li>❖ Choose the most appropriate data elicitation techniques, in relation to the sampling frame, sampling unit, sample size &amp; time span, among other factors.</li> <li>❖ Advise others of the situations in which participant observation, conversation analysis, documentary analysis, focus groups, interviews &amp; questionnaires, respectively, are appropriate.</li> <li>❖ Design interview &amp; questionnaire schedules that will elicit information appropriate to the objectives of the report</li> <li>❖ Design structured &amp; unstructured questions, determining the conditions under which they should be used</li> <li>❖ Design questionnaires &amp; interview schedules, with a mixture of open-ended &amp; closed-ended items, avoiding forced-choice in the latter</li> <li>❖ Employ the most appropriate data analysis techniques, based on the type &amp; volume of data available</li> <li>❖ Use Microsoft Excel to make necessary calculations</li> <li>❖ Identifying ‘trends’ &amp; ‘patterns’ in information, in an effort to arrive at the appropriate conclusions</li> <li>❖ Distinguish between summary and conclusions</li> <li>❖ Produce effective reports, adhering to conventional styles, presenting evidence from the data, &amp; exploiting visual representations</li> <li>❖ Design an investigation, taking pertinent factors into account</li> <li>❖ Manage an investigation, from inception and design to reporting</li> <li>❖ Demonstrate their ability to work collaboratively in: <ul style="list-style-type: none"> <li>* Designing an investigation</li> <li>* Eliciting data,</li> <li>* Analysing data</li> <li>* Interpreting Data</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>* Making Sense of The Information gathered and analysed</li> <li>* Identifying ‘Trends’ &amp; ‘Patterns’ in Information</li> <li>* Arriving At Conclusions</li> <li>* Reporting The Findings</li> <li>* Reporting Styles</li> <li>* Using The Evidence available</li> <li>* Choosing reporting style to match the type of report or information being presented</li> <li>* Generating Graphs &amp; Charts From Tables</li> <li>* Using Microsoft Excel to create graphs and charts</li> <li>* Monitoring &amp; Continuous Evaluation</li> <li>* The Interim Reports</li> <li>* The final Report</li> <li>* Formal Reports</li> <li>* The Abstract</li> <li>* Establishing The Terms of reference</li> <li>* The Executive Summary</li> <li>* Choosing prefacing summaries</li> <li>* The Introduction</li> <li>* The Background</li> <li>* Styles of Report Writing;</li> <li>* Using Visual presentation to enhance the effectiveness of reports</li> <li>* Using evidence from information gathered to support claims made in reports</li> </ul> |  |

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| Module #                 | Module Title                                       |                     |
|--------------------------|--|---------------------|
| 3                        | Information Gathering, Processing and Presentation |                     |
| Objectives               |  | Contents & Concepts |
| ❖ Presenting Information |  |                     |

| Module #   | Module Title                     |  |
|--|----------------------------------|--|
| 4  | Meetings: Scheduling and Conduct |  |
| Objectives   |                                  | Contents & Concepts  |
| <p>By the conclusion of the specified learning activities, participants will be able to:</p> <ul style="list-style-type: none"> <li>❖ Decide on the amount of notice that is required for particular meetings</li> <li>❖ Distinguish between the importance and urgency of meetings</li> <li>❖ Schedule meetings, taking pertinent factors into account</li> <li>❖ Demonstrate their ability to convene meetings</li> <li>❖ Demonstrate their ability to ‘gate-keep’ at meetings</li> <li>❖ Exhibit their competence in promoting ‘harmony’ at meetings</li> <li>❖ Exhibit their competence to seek consensus at meetings</li> <li>❖ Demonstrate their competence in conducting meetings within time limits</li> </ul> |                                  | <ul style="list-style-type: none"> <li>❖ The notice of meetings;</li> <li>❖ The agenda items</li> <li>❖ Following the agenda;</li> <li>❖ Dealing with conflicting members;</li> <li>❖ Seeking consensus</li> <li>❖ Gatekeeping: <ul style="list-style-type: none"> <li>* Bringing in the timid;</li> <li>* Silencing the over-eloquent;</li> </ul> </li> <li>❖ Keeping meeting duration within the specified time</li> </ul> |

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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.

### 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.

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

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

Delegates 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 3-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. This requirement includes a

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minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study (Full details in separate document).

After the Postgraduate Diploma Stage, delegates 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**

Seminars & In-house Courses of 1 – 3 Months Duration, Lead To the HRODC Postgraduate Diploma. Seminars and In-house Courses of 2 Days & More But Less Than 1 Month Lead To HRODC Diploma - Postgraduate. Attainment requirement for HRODC Postgraduate Diploma & Diploma - Postgraduate - is 50% Minimum. HRODC Certificate of Attendance & Participation will be awarded to Delegates of Seminars & Courses of less than 2 days and those gaining less than 50% pass in the Postgraduate Diploma or Diploma - Postgraduate - Seminars and In-house Courses.

Individual Modules and Blocks of HRODC Postgraduate Diploma can be taken studied over a 3-year period, anywhere in the world that they are offered. All modules or Blocks, in the case of the Postgraduate Diploma in Executive Management, must have been studied, with Delegates gaining 50% and 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, delegates 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.

Delegates who fail to achieve the requirement for HRODC Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions. Those delegates 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 Attendance and Participation. All seminar guides and course guides will indicate which activities will count towards HRODC Diploma.

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

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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 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*

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*Strategic Cost 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 3-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. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study.

### **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 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

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instituted the '180-HourRule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study. 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. Delegates 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. Delegates' 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;
6. The Internal Supervisor will be an HRODC Tutor, who is neither Delegates' 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 Delegates 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.

### **HRODC's New Central London Training Venue**

Many National and International Delegates attending HRODC's Seminars in London would also like to enjoy the City's delights. It is for this reason that our London Training Centre is strategically located, in Central London. The relocation of HRODC's London Training Centre to Central London is specifically undertaken because of:

#### **Its easy access to public transport –**

- |  |  |
|--|--|
| ❖ Buses;                                     | ❖ Marble Arch for Cinema and Shopping                                  |
| ❖ Trains;                                    | ❖ Edgware Road for Entertainment and Shopping<br>– Perfumes, Souvenirs |
| ❖ London Underground (Tube);                 | ❖ Piccadilly Circus and Leicester Square for                           |
| ❖ Connection to Dockland Light Railway (DLR) |  |

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|  |   |
|--|---|
| ❖ Connection to East London Line   | Entertainment – Cinemas, Wine Bars, Restaurants - and Souvenir Shopping |
| ❖ Connection to British Rail   |   |
| ❖ Its wide choice of accommodation   | ❖ West End Theatres   |
| ❖ The great variety of:  | ❖ Heathrow Airport  |
| ❖ Restaurants - a selection of Latin American, English, Tai and Chinese Restaurants, Cafes – even a Starbucks (Coffee Café) and Fast-Foods such as McDonald's, Burger King and KFC Restaurant. | ❖ Gatwick Airport   |
|  | ❖ City Airport  |
| ❖ Shopping centres,  | ❖ Stansted Airport  |
| ❖ Places of entertainment, including a Multiplex Cinema  | ❖ Leicester Square  |
| ❖ An Antique Market and  | ❖ Piccadilly Square   |
| ❖ Choice of Souvenir shops   | ❖ Its close proximity to major London attractions such as:              |
| ❖ Its proximity to The Greenwich Observatory   | ❖ Madame Tussauds   |
| ❖ Its central location, providing ease of access to:   | ❖ London Eye  |
| ❖ Oxford Street – for general Shopping   | ❖ River Boat Rides  |
| ❖ Bond Street - for general Shopping   | ❖ London Original Bus Tours   |
| ❖ Tottenham Court Road For Electronics   | ❖ Harrods Superstore  |
|  | ❖ Several Museums   |
|  | ❖ Nightclubs  |
|  | ❖ The popularity of the area as a tourist venue                         |

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**Please note that HRODC Ltd. is in the process of acquiring a new training centre in Central London. In the meantime, the Conference Facilities of a Central London Hotel is being utilised as a temporary venue for its training activities.**

### Some Locations of HRODC's Seminars or Public Courses

These seminars are scheduled to be delivered in international locations including Munich Germany, Durban South Africa, Johannesburg South Africa, Malta, Hong Kong, Muscat Oman, Kuwait City Kuwait, Brunei Darussalam, Kuala Lumpur Malaysia, Lagos Nigeria, Abuja Nigeria, Manila Philippines, Katmandu Nepal, Mumbai India, Damascus Syria, Port Louis Mauritius, Jeddah, Saudi Arabia, Riyadh Saudi Arabia, Dubai UAE, United Arab Emirates, Paris France, Rome Italy, Athens Greece, Albania, Kazakhstan, Tajikistan, St. Petersburg Russia, Toronto Canada, New York USA, Caracas Venezuela, Algiers Algeria, Cairo Egypt, Kingston Jamaica, Tripoli Libya, Harare Zimbabwe, Brussels Belgium, Monrovia Liberia, Tamilnadu India, Nairobi, Kenya.

#### 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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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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