

HRODC Training Institute



Employee Resourcing Course or Seminar

Leading to

**DIPLOMA - POSTGRADUATE IN
Employee Resourcing: Recruitment &
Selection**

Accumulating to A Masters Degree

MA – MBA – MSc

		
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HRODC Training Institute - UKRLP Registration

HRODC Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>; Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Government Training and Learning Directories.

HRODC Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 8958 765 38 P 2/12

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 PRESENTER:

Prof. Dr. R. B. Crawford

- ✚ PhD (London),
- ✚ MEd. M. (Bath),
- ✚ Adv. Dip. Ed. (Bristol),
- ✚ PGCIS (TVU),
- ✚ ITC (UWI),
- ✚ MSCOS
- ✚ 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,
- ✚ Visiting Professor Polytechnic University of the Philippines - PUP

Duration: 5 days

Cost:

- ✓ **£3,000.00 + V.A.T. Per Delegate for UK Delivery**
- ✓ **£3,400.00 + V.A.T. Per Delegate for Non-UK EU Delivery;**
- ✓ **£3,400.00 for Non-EU Delivery (No VAT is Payable)**

Cost includes:

- * Servings of Tea/Coffee;
- * Hot Lunch;
- * Seminar Guide;
- * Seminar Supplement;
- * Stationery
- * HRODC Diploma - Postgraduate - or
- * Certificate of Attendance and Participation

Seminar runs from 9:30 o 4:30 pm.

Registration is at 9:00 on Day 1

Location: HRODC Training Centre - Central London – UK.

Dates: Schedule attached or at:

Schedule - Part 1:

http://www.hrodc.com/HRODC_Seminar_Schedule_06-07.International_Seminar_Schedule_UK_Seminars.htm

Schedule - Part 2:

http://www.hrodc.com/London_Postgraduate_Courses_Postgraduate_Diploma_Postgraduate_Executive_MBA_Schedule_MBA_Diploma_London_UK.htm

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Click to book this course: <http://www.hrodc.com/Course%20Booking%20Form.htm>

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Seminar or Course Objectives

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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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
- ❖ The value of Staff Induction

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- ❖ 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

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

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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

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;*

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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 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 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.

HRODC's London Training Centre

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 Greenwich London. The location of HRODC's London Training Centre is specifically chosen because of:

Its easy access to public transport –

- * Buses;
- * Trains;
- * London Underground (Tube);
- * Dockland Light Railway (DLR)
- * East London Line
- * Its wide choice of accommodation
- * The great variety of:
 - * Restaurants - a selection of Latin American, English, Tai and Chinese Restaurants, Cafes – even a Starbucks (Coffee Café) and McDonald's Restaurant.
 - * Shopping centres,
 - * Places of entertainment, including a Multiplex Cinema

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- * An Antique Market and
- * Its easy access to the famous Cutty Sark Ship, housing a museum and café
- * Choice of Souvenir shops
- * Its proximity to The Greenwich Observatory
- * Its central location, providing ease of access to:
 - * Central London
 - * Canary Wharf – A Brilliant Shopping and Gastronomic Centre;
 - * Greenwich Shopping Centre, with several Designer Outlets;
 - * Heathrow Airport
 - * Gatwick Airport
 - * City Airport
 - * Stansted Airport
 - * Leicester Square
 - * Piccadilly Square
- * Its close proximity to major London attractions such as:
 - * Madame Tussauds
 - * London Eye
 - * Millennium Dome – Now housing occasional festive events such as Greenwich Festival and ‘Respect Festival’
 - * River Boat Rides
 - * London Original Bus Tours
 - * 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 the meantime, the Conference Facilities of a Greenwich Hotel is being utilised as a temporary venue for its training activities.

Greenwich Generally

Greenwich London UK is a historic City, with Greenwich Shopping Centre, for Designer Products, and Canary Warf Shopping Centres in close proximity. There is a Multiplex Cinema, local Cinema and Cruises on the River Thames. It is with easy reach of Leicester Square and Piccadilly Square, near to West End Theatres. Greenwich hosts the 'International Dateline', and is the home of the famous Millennium Dome and National Observatory. Here is a link to the London Underground (Tube) Map, which might be of help in preparing for your visit to London:

[http://www.hrodc.com/London Underground Map London Tube Map.Map of London Underground.htm](http://www.hrodc.com/London_Underground_Map_London_Tube_Map.Map_of_London_Underground.htm)

Some Locations of HRODC's Seminars or Public Courses

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