

Special Seminar for Advanced Project Management

HRODC Training Institute



SPECIAL ADVANCED PROJECT MANAGEMENT Course or Seminar

Leading to

**DIPLOMA - POSTGRADUATE IN
Advanced Project Management**

Accumulating to A Masters Degree

MA – MBA – MSc

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

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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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Special Seminar for Advanced Project Management

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Course or Seminar

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HRODC Postgraduate Training Institute - UKRLP Registration

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Course Co-ordinator: Prof. Dr. R. B. Crawford

- ❖ PhD (London),
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- ❖ Adv. Dip. Ed. (Bristol),
- ❖ PGCIS TVU),
- ❖ ITC (UWI),
- ❖ MISGS
- ❖ MAAM,
- ❖ MAOM,
- ❖ LESAN,
- ❖ Visiting Professor PUP

Location: Kuala Lumpur, Malaysia

Date: August 06-10, 2012

Duration: 5 Days

Special Programme Cost:

- ❖ **£1,700.00 Per Delegate For Payment Received On Or Before May 31, 2011**
- ❖ **£2,040.00 Per Delegate For Payment Received On Or Before June 30, 2012**
- ❖ **£3,400.00 Per Delegate For Payment Received After June 31, 2012**

If we do not receive payments by these deadlines, then a Discount Reclaim Invoice will be issued to recover the discount that had been previously applied.

Cost Includes:

- Continuous Refreshment,
- Hot lunch,
- Stationery,
- Course Guides and Course Supplement,
- HRODC Diploma – Postgraduate - or
- HRODC Certificate of Attendance and Participation.

Free Kuala Lumpur City Tour

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

Registration is at 9:00 on Day 1

Dates: Schedule Attached or at:

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

Location: Central London UK – International Locations at:

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

Or

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

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For Whom Designed?

- * Corporate Managers
- * Senior Managers,
- * Venture Capitalists
- * Project Leaders
- * Dragons
- * Commissioners
- * Angels
- * Fund Holders
- * Investment Managers
- * Revenue Managers
- * Economic Agencies
- * Development Agencies
- * Regional Associations
- * Regeneration Officials
- * Economic Advisors
- * International Associations
- * Individuals with a genuine interest in Issues associated with Advanced Project Management

Objectives

By the conclusion of the specific learning & development activities, delegates will be able to:

1. Demonstrate their understanding of the concept of project management
2. Illustrate the pertinent issues associated with project sustainability
3. Portray a heightened understanding of project development
4. Highlight and internalise crucial project planning issues
5. Deconstruct team management in a problem solving setting
6. Apply the most appropriate project management methodology to both real and hypothetical settings
7. Recommend a project control system that may be applied to a given scenario
8. Devise a viable sourcing strategy, relevant to a particular project setting
9. Conduct both pre-feasibility and feasibility studies
10. Facilitate a 'scoping study'
11. Apply scoping strategy to a sustainability setting
12. Address key issues associated with meeting management
13. Ensure that project agreements are legally 'water-tight'
14. View project structure as the system of relationship that persists
15. Have demonstrated an understanding of mind mapping and fish bone method

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16. Apply tracking timing and costs, contingencies to project management
17. Project a heightened awareness of the need to develop an excellent working relationship with suppliers and sub-contractors

Risk and Financial Risk Management in Advanced Project Management

Objectives

By the conclusion of the specific learning & development activities, delegates will be able to:

1. Define risk – generally, and in a project management setting
2. Relate risk management to projects and project management
3. Suggest ways in which financial risk management is relevant to project management
4. Explain the relevant risk exposure that pertains to specific project settings
5. Understand how project risk might be affected by ‘Market Dynamics’
6. Illustrate the value of liquidity in project management and its associated risk
7. Indicate how operating risk might be a financial liability
8. Associate fraud risk with project management
9. Link settlement risk with ‘survival imperative’
10. Understand the relationship between project management strategy and risk management
11. Indicate how currency derivatives market might hold the key to ‘project sustainability’

Motivating Workers in Advanced Project Management

Objectives

1. Demonstrate an understanding of the concept of motives and their value in organisational and subsystem effectiveness
2. Distinguish between the different sets of motivation theories, notably content, process and reinforcement
3. Demonstrate their ability to translate motivation theory into practice
4. Evaluate the appropriateness of the application of particular theoretical aspects of motivation to specific situations
5. Demonstrate their ability to formulate a comprehensive motivation strategy
6. Critically appraise existing motivation strategy within their project settings, identifying and addressing gaps

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7. Demonstrate their appreciation of the need for a variance in intrinsic and extrinsic values if motivation.
8. Demonstrate how popular motivation theories have contributed to our understanding of worker behaviour.
9. Locate performance related pay, productivity bonuses and other remuneration inducement within existing motivation theory.
10. Illustrate how the contingency approach to motivation might be applied to different situations.
11. Indicate the part that training and development play in worker motivation.
12. Apply the 'equity' theory to work situation from a 'differentiation perspective', rather than an 'equality perspective'.

Contents, Concepts and Issues

General Project Management Issues

1. Concept of Project Management
2. Project Sustainability
3. Developing a Project
4. Project Planning
5. Team management & problem solving
6. Project management methodologies, tools and techniques
7. Some problem solving techniques
8. Project control
9. Project Purchasing
10. Pre-feasibility and feasibility studies
11. Scoping, strategy setting and final agreement
12. Project structure and managing meetings
13. Process and event based methodologies, software packages, flow charts, imagineering
14. Mind Mapping, fish bone method, 'Is and Is Not' and Brain Storming
15. Tracking timing and costs, contingencies
16. Working with suppliers and sub-contractors

Risk and Financial Risk Management in Advanced Project Management

17. Defining risk – generally, and in a project management setting

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18. Relating risk management to projects and project management
19. Financial risk management and project management
20. Risk exposure in a project setting
21. Project risk and 'Market Dynamics'
22. Liquidity in project management
23. Operating risk and financial liability
24. Fraud risk and project management
25. Link settlement risk with 'survival imperative'
26. Project management strategy and risk management
27. Currency derivatives market and 'project sustainability'

Motivating Workers in Advanced Project Management

28. Directing Or Leading in a project setting
29. The Concept of Motivation
30. Applying Content Theories of Motivation to Project Settings
31. Taylor's Money-Motivator as a reward strategy
32. Motivator-Hygiene Factor: Using Herzberg's ideas as a basis for an effective 'Employee Relations Strategy'
33. Applying Equity Theory: Recognising Inequity
34. Goal-Setting Theory: Performance Management Application
35. Expectancy Theory: What does Valence holds for project management targets?
36. Improving Project Sustainability Through an Equitable Reward System
37. Reinforcement Theories:
38. Reinforcement Theory
39. Motivation & Contingency Theory: Accounting for Situational Variables
40. Is Performance Related Pay (PRP) applicable to a Project Management Setting?
41. Designing An Effective Motivation Strategy: Accounting for Internal and External Project Dynamics
42. Introducing Talent Management: Creating and Equitable Solution
43. The extent to which salary or wages inducement motivate workers

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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 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

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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

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 -*

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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 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

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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 the 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.

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Direct Gov: <http://careersadvice.direct.gov.uk>;
Employer Guide to Training: www.educationuk.org;
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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 Postgraduate Training Institute;
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.

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,

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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 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

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