

HRODC Training Institute



Trainer Training: Training For Trainers Course or Seminar

Leading to

**DIPLOMA - POSTGRADUATE IN
Trainer Training**

Accumulating To a

Postgraduate Degree

MBA – MSc – MA



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HRODC Training Institute		

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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 P. 2
PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.

HRODC Postgraduate 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>;



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HRODC Postgraduate Training Institute - UKRLP Registration

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COURSE PRESENTER:

Prof. Dr. R. B. Crawford

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

Location: Central London UK – Other Locations - See Schedule Attached or at:
http://www.hrodc.com/HRODC_Seminar_Schedule_06-07.International_Seminar_Schedule_UK_Seminars.htm

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 to 4:30 pm.

Registration is at: 9:00 on Day 1

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COURSE BOOKING: Click To Book A Course - <http://www.hrodc.com/Course%20Booking%20Form.htm>

Details also below

By the conclusion of the specified learning activities, participants will:

- ✿ Be conversant with the theories of learning and memory crucial to the development and implementation of training programmes
- ✿ Be aware of the taxonomy of educational objectives and translate these into individual capability and achievements
- ✿ Determine the most appropriate way to organise training and development courses
- ✿ Be able to equip a training room for maximum impact and effectiveness, within organisational budget and other constraints
- ✿ Design courses that account for individual training needs and learning curve
- ✿ Design learning objectives, mindful of what can be realistically achieved - in terms of the experience and motivation of delegates
- ✿ Be able to design learning experiences that will ensure that learning objectives are met - taking account of relevant factors associated with established principles of learning
- ✿ Be able to design appropriate delegate activities relevant to the stated learning objectives
- ✿ Demonstrate their ability to prepare for and make effective oral presentations
- ✿ Demonstrate their ability to conduct individual, team and organisational training needs analysis
- ✿ Be able to use different internal sources of information to assess individual, team and organisation-wide immediate and future training and development needs
- ✿ Be capable of designing evaluation questionnaire for individual courses, training programmes, and presenters
- ✿ Be able to determine when training intervention is necessary
- ✿ Be able to link organisational and subsystem business strategy to training and development strategy
- ✿ Be able to position the training department within organisational corporate structure
- ✿ Be able to design appropriate in-course evaluation
- ✿ Design appropriate assessments and assessment strategy of award-bearing components of training programmes.
- ✿ Effectively structure training courses to incorporate formal presentations, delegate activities and evaluation
- ✿ Be able to incorporate appropriate 'Ice-breaker' and 'Closure' activities that will enhance the effectiveness of individual training courses
- ✿ Demonstrate exceptional leadership in the management of the learning environment

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- ✿ Effectively manage commissioning relationships
- ✿ Effectively manage a training department

Seminar Contents, Concepts and Issues

- ✿ Learning Theory
- ✿ Learning And Memory
- ✿ Learning and application
- ✿ Education Training & Development: A Distinction
- ✿ Conditions Conducive To Learning And Memory
- ✿ The Taxonomy Of Educational Objectives
- ✿ The Value Of Varied Learning Experiences
- ✿ Establishing Learning Objectives
- ✿ Determining The Content Of Training Programmes
- ✿ Designing Delegate Activities, In Line With Established Objectives
- ✿ Effective Oral Presentations
- ✿ Designing Training Courses
- ✿ Designing Ice-Breaker And Closure Activities
- ✿ Creating An 'Ideal' Setting
- ✿ Designing Course Evaluation Questionnaires
- ✿ Equipping The Training Room 'Within Budget'
- ✿ Learning Organisation: An Introduction
- ✿ Learning Organisation and Organisational Learning
- ✿ Training and Development Policy
- ✿ Training Needs Analysis
- ✿ Individual Training Needs Analysis
- ✿ Group Training Needs Analysis
- ✿ Corporate Training Needs Analysis
- ✿ Determining The Appropriateness Of Training Interventions
- ✿ Aligning The Training Department Within Existing Organisational Structure
- ✿ Aligning Training Strategy With Subsystem And Organisational Strategy
- ✿ Effective Training Commissioning
- ✿ Managing the Training Department
- ✿ Managing the Learning Environment
- ✿ Organisational Training and Training Organisation
- ✿ Contemporary Issues In Training and Development

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- ✿ Training Interventions
- ✿ Formal Training Intervention
- ✿ Informal Training Intervention
- ✿ Tacit Learning
- ✿ Aptitude Treatment Intervention (ATI)
- ✿ The Role of The Internal Trainer
- ✿ Training and Organisational Policy and Strategy

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 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.

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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.

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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*

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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

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.

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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.

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;

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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;
- ❖ Trains;
- ❖ London Underground (Tube);
- ❖ Connection to Dockland Light Railway (DLR)
- ❖ Connection to East London Line
- ❖ Connection to British Rail
- ❖ 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 Fast-Foods such as McDonald's, Berger King and KFC Restaurant.
 - ❖ Shopping centres,
 - ❖ Places of entertainment, including a Multiplex Cinema
 - ❖ An Antique Market and

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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/>;
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- ❖ Choice of Souvenir shops
- ❖ Its proximity to The Greenwich Observatory
- ❖ Its central location, providing ease of access to:
- ❖ Oxford Street – for general Shopping
- ❖ Bond Street - for general Shopping
- ❖ Tottenham Court Road For Electronics
- ❖ Marble Arch for Cinema and Shopping
- ❖ Edgware Road for Entertainment and Shopping – Perfumes, Souvenirs
- ❖ Piccadilly Circus and Leicester Square for Entertainment – Cinemas, Wine Bars, Restaurants - and Souvenir Shopping
- ❖ West End Theatres
- ❖ 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
- ❖ River Boat Rides
- ❖ London Original Bus Tours
- ❖ Harrods Superstore
- ❖ Several Museums
- ❖ Nightclubs
- ❖ The popularity of the area as a tourist venue

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.

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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

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. In the meantime, you might like to [Click To Book A Course – or go to: http://www.hrodc.com/Course%20Booking%20Form.htm](http://www.hrodc.com/Course%20Booking%20Form.htm)

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