

# HRODC Postgraduate Training Institute

A Postgraduate-Only Institution



**#153.M2**

**Events Project Management  
Enhancement Strategy**

**Postgraduate Short Course**

**Leading To:**

**DIPLOMA - POSTGRADUATE IN**

**Events Project Management Enhancement  
Strategy, Triple-Credit, 90 Credit-Hours**

**Accumulating to A**

**Postgraduate Certificate,  
With 90 Additional Credit-Hours, or A**


**POSTGRADUATE DIPLOMA**

**With 240 Additional Credit-Hours**

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**HRODC Postgraduate Training Institute**  
HQ: 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK

**Prof. Dr. Ronald B. Crawford - Director**  
PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc.  
Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.;  
M. RG. C.





**HRODC POSTGRADUATE TRAINING INSTITUTE**  
*A Postgraduate – Only Institution*

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**HRODC Postgraduate Training Institute, A Postgraduate-Only Institution**  
**Our UK Government's Verification and Registration**

**Our Institute is Verified by, and Registered with, the United Kingdom (UK) Register of Learning Providers (UKRLP), of the Department for Education (DfE). Its UK Provider Reference Number (UKPRN) is: 10019585 and might be located at: <https://www.ukrlp.co.uk/>.**

**Course Coordinator:**

**Prof. Dr. R. B. Crawford is the Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:**

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);



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- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.

**Professor Dr. Crawford has been an Academic in the following UK Universities:**

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

**His responsibilities in these roles included:**

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor



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## For Whom This Course is Designed

### This Course is Designed For:

- Protocol officers, including those covering public relations and/or travel arrangements;
- Chief Executive Officers;
- Chief Executives;
- Chief Secretaries;
- Consultants;
- Corporate Directors;
- Directors of Protocol;
- Divisional Managers;
- Embassy Attaches;
- Embassy Events Managers;
- Event Managers;
- Event Organisers;
- Event Planners;
- Events Contractors;
- Events Managers;
- Events Project Coordinators;
- Events Project Leaders;
- Executive Directors;
- Functional Managers;
- Fund Holders;
- General Investors;
- Government Agency Events Project Managers;
- High Commission Events Managers
- High Commission Officials;
- Human Resource Management Managers;
- Immigration Personnel;
- International Negotiators;
- Lecturers;
- Management Consultants;
- Management Development Directors;

- Middle and senior managers tasked with the direct delivery of events or oversight of specialist sub-contractors;
- National Government Ministers with Events in their Portfolio;
- Non-Executive Directors;
- Organisational Leaders;
- Performance Consultants;
- Performance Measurement Specialists;
- Productivity Specialists;
- Programme Managers;
- Project Commissioners;
- Project Evaluators;
- Project Managers;
- Project Monitoring Personnel;
- Project Team Leaders;
- Protocol Directors;
- Protocol Officers, including those covering public relations and/or travel arrangements;
- Protocol Officers;
- Public Relations Executives;
- Public Relations Officers;
- Public Relations Researchers;
- Quality Improvement Managers;
- Risk Analysts;
- Risk Managers;
- Royal Protocol Officers;
- Senior Civil Servants;
- Senior Executives and Managers;
- Senior Financial Advisors;
- Senior Financial Officers;
- Senior Leaders who oversee the activities of Teams;
- Specialist Team Leaders;
- Talent Managers;
- Team Development Personnel;
- Team Leaders;



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- Team Members;
- Team Supervisors;
- Those in PR at the national, regional and community level;
- Those in PR in public sector, private sector and not-for-profit organisations;
- Those involved in international activities;
- Those responsible for Protocol;
- Those working for international, global, or supranational organisations;
- Those working in multi- or supra-national organisations;
- Training and Development Managers;
- Training Directors;
- Transaction Analysts;
- Value Analysts;
- Value Engineers;
- Venture Capitalists;
- Vice Presidents;
- All others who are desirous in enhancing their expertise in Protocol Management, Events Project Management, Meeting Management, Multi-tasking, Goal-setting, Risk Management, Quality Improvement, Pprioritising, Team Formation, Team Development, Team Behaviour, Resonation Control, Transactional Analysis and other salient aspects of Protocol Management, Events Management, Time Management, Leadership and Team Dynamics.


<b>Classroom-Based Duration and Cost:</b>	
<b>Classroom-Based Duration:</b>	<b>15 Days</b>
<b>Classroom-Based Cost:</b>	<b>£15,000.00 Per Delegate</b>
<b>Online (Video-Enhanced) Duration and Cost</b>	
<b>Online Duration:</b>	<b>30 Days @ 3 Hours Per Day</b>
<b>Online Cost:</b>	<b>£10,050.00 Per Delegate</b>

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## Classroom-Based Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

## Students and Delegates will be given a Selection of our Complimentary Products, which include:

- **Our Branded Leather Conference Folder;**
- **Our Branded Leather Conference Ring Binder/ Writing Pad;**
- **Our Branded Key Ring/ Chain;**
- **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;**
- **Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;**
- **Our Branded Metal Pen;**
- **Our Branded Polo Shirt.;**
- **Our Branded Carrier Bag.**

**Daily Schedule: 9:30 to 4:30 pm.**

### Delivery Locations:

- 1. Central London, UK;**
- 2. Dubai, UAE;**
- 3. Kuala Lumpur, Malaysia;**
- 4. Amsterdam, The Netherlands;**
- 5. Brussels, Belgium;**
- 6. Paris, France; and**
- 7. Durban, South Africa;**
- 8. Other International Locations, on request.**

## #153 Module 2

### Events Project Management Enhancement Strategy

Leading to Diploma – Postgraduate – in Events Project Management Enhancement Strategy, Triple-Credit, 90 Credit-Hours, Accumulating to a Postgraduate Certificate, with 90 Additional Credit-Hours, and a Postgraduate Diploma, with 270 Additional Credit-Hours

#### # 153.M2. Part 1: Events Management and The Media

- Events and Media;
- Understanding Media;
- The Role of the Media in the Events Management;
- The Media and Links to Stakeholders;
- Information Management and the Media;
- The Impact of Media Coverage on Events' Success;
- Crisis Management for Event Managers.

#### # 153.M2. Part 2: Events Coordination

- The essence of coordination;
- Departmentalising;
- Division of Task;
- Role assignment;
- Reporting Mechanism;
- Establishing communication channels;
- Establishing 'Short-Circuit' in Communication Mechanism;
- Delegating Responsibilities;
- Establishing clear accountability;
- Creating and maintaining operational transparency;



- Working with Vendors and Volunteers;
- Establishing a 'Review Process'.

### # 153.M2. Part 3: Events Project Monitoring

- Introduction to Project Monitoring;
- Monitoring Mechanisms;
- Monitoring tools;
- Participatory Monitoring;
- Steps to Participatory Monitoring Techniques;
- The Purpose of Project Monitoring and Evaluation;
- Key Principles of Project Monitoring and Evaluation;
- Critical Success Factors of Project Monitoring and Evaluation;
- Project Audit;
- Types of Project Audit;
- Contents of the Project Audit.
- A Format for a Project Audit;
- The Project Audit Life Cycle;
- Phases of Project Auditing;
- The In- Progress Project Audit;
- Post Completion Project Auditing;
- Verification Activities During Project Monitoring and Control;
- Quality Assurance and Project Monitoring;
- Project Monitoring Process Description;
- Types of Project Monitoring Activities;
- Elements of Project Monitoring;
- Post- Programme or Post- Project Monitoring.

## # 153.M2. Part 4: Events Project Evaluation

- Introduction to Project Evaluation Phase;
- Programme Evaluation;
- Evaluation Outputs and the Project/Programme Cycle;
- The Objectives of Programme Evaluation;
- Evaluation Steps;
- Broad Evaluation Design Strategies;
- Performance Logic Chain Assessment;
- Pre-implementation Assessment;
- Process Implementation Evaluation;
- Rapid Appraisal;
- Case Study;
- Impact Evaluation;
- Meta- Evaluation;
- Characteristics of Quality Evaluations;
- Types of Evaluation.

## # 153.M2. Part 5: Events Project Completion or Termination Phase

- Appropriate Project Termination Activities;
- Activities in Closeout Phase;
- Reasons for Stopping in Mid-Stream;
- Early Termination Analyses;
- Modes of Project Closure/Termination;
- Project Disposition Phase;
- The Objective of Project Termination Phase;
- Roles and Responsibilities During the Termination Phase;
- Deliverables During the Disposition Phase;
- Final Project Report;

- Mid-Term Evaluation Report: Sample Outline;
- Annual Programme/Project Report.

## # 153.M2. Part 6: Preparing To Present Your Event Plan

- Initiating Your Presentation
- Audience Analysis;
- Relating to the Audience;
- Controlling the Topic;
- Conducting the Research;
- Gathering Primary Sources;
- Utilising Secondary Sources of Information;
- Ensnaring a Web Resources.
- Preparing the Presentations
- Message Organisation
- Managing Anxiety when Presenting
- Salient Issues of Presentation Building
- Sources of Enrichment: Making and Supporting 'Your Point';
- Utilising Additional Information;
- Using Appropriate Writing Style;
- Using Humour Effectively;
- Effective Introductions;
- Transitioning;
- Summary and Conclusions;
- Deportment;
- Effective Presentation: Avoiding Stage Fright;
- Efforts to counter stage fright;
- Understanding and reacting to your audience's Kinesics;
- Preparing for, and Addressing, Questions;
- Key elements of 'Question and Answer' Sessions;
- Managing International Presentations: Cultural Awareness Necessitation;
- Getting the best from Language Interpreters.



## # 153.M2. Part 7: Designing PowerPoint, To Present Events Plan (1)

- Designing PowerPoint Presentations;
- Important PowerPoint Conventions;
- Choosing PowerPoint Background;
- Using PowerPoint Templates;
- Using PowerPoint Designs;
- Equitizing PowerPoint Background;
- Using PowerPoint Scripts;
- Adding Animation to PowerPoint Presentations;
- Formatting PowerPoint Presentations;
- Inserting Images in PowerPoint Presentations;
- Inserting Shapes in PowerPoint Presentations;
- Arranging Objects in PowerPoint Presentations;
- Bringing Objects Forward or Backward in PowerPoint;
- Using PowerPoint Transitions;
- Using Morph Transition, in PowerPoint;
- Using Fade Transition, in PowerPoint;
- Using Wipe Transition, in PowerPoint;
- Using Split Transition, in PowerPoint;
- Using Reveal Transition, in PowerPoint;
- Using Cut Transition in PowerPoint;
- Using Cut Transition, in PowerPoint;
- Using Random Bars Transition, in PowerPoint;
- Using Shape Transition, in PowerPoint;
- Using Cover and Uncover Transitions, in PowerPoint;
- Using Flash Transition, in PowerPoint;
- Using Fall Over Transition, in PowerPoint;
- Using Drape Transition, in PowerPoint;
- Using Curtains Transition, in PowerPoint.

## # 153.M2. Part 8: Designing PowerPoint, To Present Events Plan (2)

- Using Wind Transition, in PowerPoint;
- Using Prestige Transition, in PowerPoint;
- Using Fracture Transition, in PowerPoint;
- Using Crush Transition, in PowerPoint;
- Using Peel Transition, in PowerPoint;
- Using Page Curl Transition, in PowerPoint;
- Using Airplane Transition, in PowerPoint;
- Converting Pen to Text, in PowerPoint.
- Using Eyedropper in PowerPoint;
- Using Chart Animations in PowerPoint;
- Adding Quick access Toolbar to PowerPoint;
- Using 'Smart-Lookup' in PowerPoint;
- Salient PowerPoint Presentation Shortcuts;
- Animating Static Images in PowerPoint;
- Linking Excel an Spreadsheet to a PowerPoint Presentations;
- Creating an Animated Graphical Interchange Format (GIF) in PowerPoint;
- Embedding Fonts in PowerPoint Files.

## # 153.M2. Part 9: Designing PowerPoint, To Present Events Plan (3)

- Using Origami Transition, in PowerPoint;
- Using Checkerboard Transition, in PowerPoint;
- Using Blind Transition, in PowerPoint;
- Using Clock Transition, in PowerPoint;
- Using Ripple Transition, in PowerPoint;
- Using Honeycomb Transition, in PowerPoint;
- Using Glitter Transition, in PowerPoint;
- Using Shred Transition, in PowerPoint;
- Using Flip Transition, in PowerPoint;

- Using Gallery Transition, in PowerPoint;
- Using Doors Transition, in PowerPoint;
- Using Combo Transition, in PowerPoint;
- Using Zoom Transition, in PowerPoint;
- Adding Effects To PowerPoint Transitions;
- Using Dictation in PowerPoint;
- Creating 3D Barcodes (3R Codes) in PowerPoint;
- Inserting Videos into PowerPoint;
- Enabling Video Auto-Play;
- Adding automatic run;
- Timing PowerPoint Transition.

### # 153.M2. Part 10: Designing PowerPoint, To Present Events Plan (4)

- Adding Voice to PowerPoint Presentations;
- Adding Music to PowerPoint Presentations;
- Creating a PowerPoint Video;
- Incorporating the Presenter in PowerPoint Videos.
- Designing PowerPoint Presentations;
- Important PowerPoint Conventions;
- Choosing PowerPoint Background;
- Using PowerPoint Templates;
- Using PowerPoint Designs;
- Equitizing PowerPoint Background;
- Using PowerPoint Scripts;
- Adding Animation to PowerPoint Presentations;
- Formatting PowerPoint Presentations;
- Inserting Images in PowerPoint Presentations;
- Inserting Shapes in PowerPoint Presentations;
- Using PowerPoint Transitions;
- Using Morph Transition, in PowerPoint;
- Using Fade Transition, in PowerPoint;



- Using Wipe Transition, in PowerPoint;
- Using Split Transition, in PowerPoint.

### # 153.M2. Part 11: Designing PowerPoint, To Present Events Plan (5)

- Using Reveal Transition, in PowerPoint;
- Using Cut Transition in PowerPoint;
- Using Cut Transition, in PowerPoint;
- Using Random Bars Transition, in PowerPoint;
- Using Shape Transition, in PowerPoint;
- Using Cover and Uncover Transitions, in PowerPoint;
- Using Flash Transition, in PowerPoint;
- Using Fall Over Transition, in PowerPoint;
- Using Drape Transition, in PowerPoint;
- Using Curtains Transition, in PowerPoint;
- Using Wind Transition, in PowerPoint;
- Using Prestige Transition, in PowerPoint;
- Using Fracture Transition, in PowerPoint;
- Using Crush Transition, in PowerPoint;
- Using Peel Transition, in PowerPoint;
- Using Page Curl Transition, in PowerPoint;
- Using Airplane Transition, in PowerPoint.

### # 153.M2. Part 12: Designing PowerPoint, To Present Events Plan (6)

- Using Origami Transition, in PowerPoint;
- Using Checkerboard Transition, in PowerPoint;
- Using Blind Transition, in PowerPoint;
- Using Clock Transition, in PowerPoint;
- Using Ripple Transition, in PowerPoint;

- Using Honeycomb Transition, in PowerPoint;
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- Using Dictation in PowerPoint;
- Creating 3D Barcodes (3R Codes) in PowerPoint;
- Inserting Videos into PowerPoint;
- Enabling Video Auto-Play;
- Adding automatic run;
- Timing PowerPoint Transition;
- Adding Voice to PowerPoint Presentations;
- Adding Music to PowerPoint Presentations;
- Creating a PowerPoint Video;
- Incorporating the Presenter in PowerPoint Videos.

### # 153.M2. Part 13: Salient Time Management Conceptual Issues

- Time Management Defined;
- Time in an Organisational Wide Context: Acting in Time;
- The Cost of Time;
- Time Management Tools;
- Maximising Personal Effectiveness;
- Busy vs. Productive;
- Time Wasters/Time Robbers/Time Stealers/Time Bandits;
- Managing Time Wasters/Time Robbers/Time Stealers/Time Bandits;
- Combating Procrastination;

- Diffusing the Impact of Others:
- Handling Interruptions Constructively;
- Asserting Yourself Politely and Calmly;
- Conquering Over-commitment (Learn to say, “No”).

## # 153.M2. Part 14: Contextualising Time Management for Events and Protocol Management

- The Four D’s of Time Management:
  - Do;
  - Delegate:
    - Tasks Which Should Be Delegated;
    - Effective Delegation Techniques;
    - How to Delegate.
  - Dump;
  - Defer.
- Managing Multiple Task and Deadlines;
- Combating Work Related Stress;
- Balancing Personal and Professional Life;
- Avoiding Time Crunches;
- Handling Unexpected Job Emergencies;
- Human Multitasking;
- Benefits of Effective Time Management;
- Effects of Poor Time Management;
- Time Management Theories:
  - Maslow’s Hierarchy of Needs;
  - The Pickle Jar Theory;
  - Pareto Principle or 80/20 Rule;
  - Eisenhower Method;
  - POSEC Method.



## # 153.M2. Part 15: Important Aspects of Meeting Management, in Events and Protocol Management

- Meeting Necessity and Frequency;
- Importance of, and need for, an Agenda;
- Creating an Effective Agenda;
- Steps for Productive and Effective Meeting;
- Meeting Facilitation;
- Participating and Contributing in Meetings;
- Managing 'Resonation';
- Groupthink vs. Teamthink;
- Reducing Time Spent on Meeting.

## # 153.M2. Part 16: Salient Communication Issues for Events and Protocol Management

- Defining Communication;
- Barriers to Effective Communication;
- Cross Cultural Communication;
- Importance of Cross-Cultural Communication;
- Understanding Culture;
- Characteristics of Culture;
- Kinesics;
- Kinesiology;
- Effective Cross-Cultural Communication;
- How to Avoid Cross Cultural Problems;
- Guidelines for Effective Cross-Cultural Communication;
- Types of Presentation;
- Formats of Presentation;
- Characteristics of an effective Presentation;
- Presentation Skills.

## # 153.M2. Part 17: Risk Management, for Events and Protocol Management (1)

### Defining and Contextualising Risk:

- Defining Risk;
- Contextualizing Risk;
- Formulating Risk Statement;
- Perception and Calculation;

### Understanding Risk in an Organisation:

- Model Towards Understanding Risk;
- Enterprise Risk Management;
- Risk – Classification.

### Pertinent Issues in Enterprise Risk Manage

- Risk in Enterprise Risk Management;
- Identification of Type of Risk;
- Level of Risk;
- Property Risks;
- Valuing Property;
- Liability Legal Grounds;
- Liability Risks;
- Torts - An Insurance Categorization;
- Establishing Negligence;
- Types of Damages;
- “Res Ipsa Loquitur”;
- Defenses in a Negligence Suit;
- Human Resource Risks;
- Review and Update.

## # 153.M2. Part 18: Risk Management, for Events and Protocol Management (2)

### Sequencing the Process:

- STEP 1: Risk Identification and Categorization;
- STEP 2: Risk Quantification:
  - Example of Impact And Definitions.
- STEP 3: Risk Strategies Identification:
  - 4 Categories of Risk Strategies (Countermeasures):
    - Accept;
    - Manage;
    - Contingency plan;
    - Reduce.
  - Risk Strategies;
  - Risk Acceptance;
  - Risk Management;
  - Contingency Planning;
  - Risk Reduction;
  - Risk Transferring;
  - Insurance:
    - Example of Insurance.
  - Risk Reduction Control.
- STEP 4: Implementation Of Strategies:
  - Residual Risk;
  - The Risk Register.
- STEP 5: Monitoring and Reviewing Results Of Risk Mitigation Measures:
  - Continuous Risk Management (CRM);
  - Risk Assessment and Manifestation Of Reality;
  - Crawford's Risk Analysis and Base 10: Probability vs Risk Magnitude.



## Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Short Course Regulation

### Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days' duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading to Awards bearing their title prefixes. While we refer to our short studies, of 5 days to five weeks, as 'Courses', those with duration of 6 weeks and more are labelled 'Programmes'. Nevertheless, in line with popular usage, we often refer to all study durations as 'Courses'. Another mark of distinction, in this regard, is that participants in a short course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These short courses accumulate to Postgraduate Certificate, with a total of 180 Credit-Hours (= 6 X 5-Day Courses or 3 X 10-Day Courses), or Postgraduate Diploma, with a total of 360 Credit-Hours (= 12 X 5-Day Courses or 6 X 10-Day Courses).

Delegates studying courses of 5-7 days' duration, equivalent to 30-42 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

## **Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate Assessment Requirement**

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, Postgraduate Certificate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment 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.

## **Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma Application Requirements**

Applicants for Diploma – Postgraduate – Postgraduate Certificate, and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant's current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

## Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

## Modes of Study and Duration of Postgraduate Certificate and Postgraduate Diploma Programmes

There are two delivery formats for Postgraduate Certificate and Postgraduate Diploma Programmes, as follows:

1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six hours' lecturer-contact per day, five days (30 hours) per week, for Postgraduate Diploma;
2. Video-Enhanced On-Line Mode. This interactive online mode lasts twenty (20) weeks, for Postgraduate Diploma, and ten (10) weeks for Postgraduate Certificate. Our calculation is based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

## Introducing Our Video-Enhanced Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a 6-year period, towards a Postgraduate Certificate or Postgraduate Diploma.

## Key Features of Our Online Study: Video-Enhanced Online Mode

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants are able to see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1<sup>st</sup> of each month, with the cut-off date being the 20<sup>th</sup> of each month, for inclusion the following month;
- Its duration is twice as long as its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of similar classroom-based courses;



- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

## **10-Week Video-Enhanced Online Postgraduate Certificate and 20-Week Video-Enhanced Online Postgraduate Diploma**

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our regulation, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

## **Cumulative Postgraduate Certificate and Postgraduate Diploma Courses**

All short courses can accumulate to the required number of Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, over a six-year period from first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are

achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

<b>Examples of Postgraduate Course Credits: Their Value, Award Prefix &amp; Suffix – Based on 5-Day Multiples</b>		
<b>Credit Value</b>	<b>Credit Hours</b>	<b>Award Title Prefix (&amp; Suffix)</b>
<b>Single-Credit</b>	<b>30-54</b>	<b>Diploma - Postgraduate</b>
<b>Double-Credit</b>	<b>60-84</b>	<b>Diploma – Postgraduate (Double-Credit)</b>
<b>Triple-Credit</b>	<b>90-114</b>	<b>Diploma – Postgraduate (Triple-Credit)</b>
<b>Quad-Credit</b>	<b>120-144</b>	<b>Diploma – Postgraduate (Quad-Credit)</b>
<b>5-Credit</b>	<b>150-174</b>	<b>Diploma – Postgraduate (5-Credit)</b>
<b>6-Credit</b>	<b>180-204</b>	<b>Postgraduate Certificate</b>
<b>7-Credit</b>	<b>210-234</b>	<b>Postgraduate Certificate (+ 1 Credit)</b>
<b>8-Credit</b>	<b>240-264</b>	<b>Postgraduate Certificate (+2 Credits)</b>
<b>9-Credit</b>	<b>270-294</b>	<b>Postgraduate Certificate (+3 Credits)</b>
<b>10-Credit</b>	<b>300-324</b>	<b>Postgraduate Certificate (+ 4 Credits)</b>
<b>11-Credit</b>	<b>330-354</b>	<b>Postgraduate Certificate (+5 Credits)</b>
<b>12-Credit</b>	<b>360</b>	<b>Postgraduate Diploma</b>
<b>360 Credit-Hours = Postgraduate Diploma</b>		
<b>12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma</b>		
<b>10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma</b>		

**Exemplification of Accumulated Postgraduate Certificate and Postgraduate Diploma Award Titles**

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies


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at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Certificate in Accounting and Finance;**
3. **Postgraduate Certificate in Aviation Management;**
4. **Postgraduate Diploma in Aviation Management;**
5. **Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
7. **Postgraduate Certificate in Business Communication;**
8. **Postgraduate Diploma in Business Communication;**
9. **Postgraduate Certificate in Corporate Governance;**
10. **Postgraduate Diploma in Corporate Governance;**
11. **Postgraduate Certificate in Costing and Budgeting;**
12. **Postgraduate Diploma in Costing and Budgeting;**
13. **Postgraduate Certificate in Client or Customer Relations;**
14. **Postgraduate Diploma in Client or Customer Relations;**
15. **Postgraduate Certificate in Engineering and Technical Skills;**
16. **Postgraduate Diploma in Engineering and Technical Skills;**
17. **Postgraduate Certificate in Events Management;**
18. **Postgraduate Diploma in Events Management;**
19. **Postgraduate Certificate in Health and Safety Management;**
20. **Postgraduate Diploma in Health and Safety Management;**
21. **Postgraduate Certificate in Health Care Management;**
22. **Postgraduate Diploma in Health Care Management;**
23. **Postgraduate Certificate in Human Resource Development;**
24. **Postgraduate Diploma in Human Resource Development;**
25. **Postgraduate Certificate in Human Resource Management;**
26. **Postgraduate Diploma in Human Resource Management;**



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- 27. Postgraduate Certificate in Information and Communications Technology (ICT);**
- 28. Postgraduate Diploma in Information and Communications Technology (ICT);**
- 29. Postgraduate Certificate in Leadership Skills;**
- 30. Postgraduate Diploma in Leadership Skills;**
- 31. Postgraduate Certificate in Law – International and National;**
- 32. Postgraduate Diploma in Law – International and National;**
- 33. Postgraduate Certificate in Logistics and Supply Chain Management;**
- 34. Postgraduate Diploma in Logistics and Supply Chain Management;**
- 35. Postgraduate Certificate in Management Skills;**
- 36. Postgraduate Diploma in Management Skills;**
- 37. Postgraduate Certificate in Maritime Studies;**
- 38. Postgraduate Diploma in Maritime Studies;**
- 39. Postgraduate Certificate in Oil and Gas Operation;**
- 40. Postgraduate Diploma in Oil and Gas Operation;**
- 41. Postgraduate Certificate in Oil and Gas Accounting;**
- 42. Postgraduate Diploma in Oil and Gas Accounting;**
- 43. Postgraduate Certificate in Politics and Economic Development;**
- 44. Postgraduate Diploma in Politics and Economic Development;**
- 45. Postgraduate Certificate in Procurement Management;**
- 46. Postgraduate Diploma in Procurement Management;**
- 47. Postgraduate Certificate in Project Management;**
- 48. Postgraduate Diploma in Project Management;**
- 49. Postgraduate Certificate in Public Administration;**
- 50. Postgraduate Diploma in Public Administration;**
- 51. Postgraduate Certificate in Quality Management;**
- 52. Postgraduate Diploma in Quality Management;**
- 53. Postgraduate Certificate in Real Estate Management;**
- 54. Postgraduate Diploma in Real Estate Management;**



- 55. Postgraduate Certificate in Research Methods;**
- 56. Postgraduate Diploma in Research Methods;**
- 57. Postgraduate Certificate in Risk Management;**
- 58. Postgraduate Diploma in Risk Management;**
- 59. Postgraduate Certificate in Sales and Marketing;**
- 60. Postgraduate Diploma in Sales and Marketing;**
- 61. Postgraduate Certificate in Travel, Tourism and International Relations;**
- 62. Postgraduate Diploma in Travel, Tourism and International Relations.**

The actual courses studied will be detailed in a student or delegate's Transcript.

### **Service Contract, incorporating Terms and Conditions**

[Click, to view our Service Contract, incorporating Terms and Conditions.](#)

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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