

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#146.M9&10

**Multimedia Presentation:
Excellent Event Presentation**

Course or Seminar

Leading To:

**DIPLOMA - POSTGRADUATE IN
Multimedia Presentation
(Double Credit)**

Accumulating to

POSTGRADUATE DIPLOMA

===== - Page 1 of 17

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38

Prof. Dr. R.E. Crawford - Director HRODC Postgraduate Training Institute

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

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UKRLP Registration No. 10019585
UKRLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

Wolverhampton (HQ) Address: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, United Kingdom Telephone: +44 (0) 1902 763 607 +44 (0) 1902 569 133 Mobile: +44 (0) 7738 147 507 Email: institute@hrodc.com Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com	 <p>HRODC Postgraduate Training Institute www.hrodc.com</p>	London Office Address: 328 Linen Hall, 162-168 Regent Street London, W1B 5TD, United Kingdom Telephone: +44 (0) 2081 332 760 Mobile: +44 (0) 7738 147 507 Email: institute@hrodc.com Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com
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HRODC Postgraduate Training Institute - UKRLP Registration



HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).
Its Registration Number is 10019585
and can be verified at <http://www.ukrlp.co.uk/>



HRODC Postgraduate Training Institute is a Division of Human Resource and Organisational Development Consultancy (HRODC) Limited.
It is Registered in England UK, with Registration #6088763
and V.A.T. Registration No. 895876538

Course Coordinator/ Programme Coordinator:

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

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. 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);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
 - Human Resources;
 - Organization and Management Theory;
 - Organization Development and Change;

===== - Page 3 of 17

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- Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.
- 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);
 - Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
 - Member of ResearchGate Community;
 - Member of Convocation, University of London;
 - Professor HRODC Postgraduate Training Institute.

Prof Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK);

For Whom This Course is Designed

This Course is Designed For:

- Event Organisers
- Middle and senior managers tasked with the direct delivery of events or oversight of specialist sub-contractors
- Event Managers
- Event Planners
- Project Managers
- Marketing Managers
- Senior operational managers with responsibility for managing teams whose role includes event management
- Event Operation Coordinators

- Budget Officers
- Training or Seminar Coordinators
- Senior managers up to Board level with responsibility for the strategic use of events as part of the organisation's Public Relation and marketing strategy and their effective deployment
 - Anybody who wants to gain knowledge in events management

Duration: 10 Days

Cost:

- **£8,000.00 + VAT (Government Tax) Per Delegate for UK Delivery**
- **£10,000.00 + VAT (Government Tax) Per Delegate for non-UK European Delivery**
- **£10,000.00 Per Delegate for Non-European Delivery (No VAT - Government Tax)**

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

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.

===== - Page 5 of 17

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

- HRODC Postgraduate Training Institute's **Leather Conference Folder**;
- HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
- HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
- HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
- HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
- HRODC Postgraduate Training Institute's **Metal Pen**;
- HRODC Postgraduate Training Institute's **Polo Shirt**.

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

Location: Central London and International Locations

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Course Programme for Multimedia Presentation: Excellent Event Presentation

Leading to Diploma-Postgraduate in Multimedia Presentation: Excellent Event Presentation (Double Credit)

Course Contents, Concepts and Issues

The Art of Presenting

- Preparing the Presentations
 - ✓ What You Need to Know
 - ✓ Developing Presentation
 - ✓ Delivering Presentation
 - ✓ Looking at Power Point Pointers
 - ✓ Special Presentation Situations
- The Who, What, Where and Why
 - ✓ Determining the Objects of the Presentation
 - ✓ Audience Analysis
 - ✓ Relating to the Audience
 - ✓ Controlling the Topic
- Research
 - ✓ Research Aids
 - ✓ Gathering Primary Sources
 - ✓ Making Use of Secondary Sources
 - ✓ Ensnaring a Web Resources
- Message Organisation
 - ✓ Choosing Material that Makes Your Point
 - ✓ Selecting a Pattern of Organisation
 - ✓ Making Use of Outlines
 - ✓ Using Index Cards and Scripts
 - ✓ Timing for Maximum Impact
 - ✓ Using Power Point to Organize the Presentation

===== - Page 7 of 17

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- Managing Anxiety when Presenting
 - ✓ Conceptualising Stage Fright
 - ✓ Minimizing Anxiety
 - ✓ Managing Physical Symptoms Of Anxiety
 - ✓ Overcoming Stage Fright
 - ✓ Rehearsing the Presentation
 - ✓ Avoiding Erroneous Suggestions To Overcome Fright
 - ✓ Using Nervousness as an Asset

The Basics of Creating a Presentation

- Building The Body With Stories, Statistics and Other Good Stuff
 - ✓ Using Stories to Make Your Point
 - ✓ Using Statistics and Other Numerical Data
 - ✓ Employing More Support
 - Quotations
 - Definitions
 - Analogies
 - Examples
- Correct Word Style
 - ✓ Honing Your Word and Style
 - ✓ Developing Catchy Phrases
 - ✓ Using Classical Rhetoric Tricks
 - ✓ Correcting Yourself
- Using Humor Effectively
 - ✓ The Secret of Not “Bombing”
 - ✓ NonjokeHumor
 - ✓ Poking Fun at Yourself
- Guidelines for Effective Introductions, Transitions and Conclusions
 - ✓ Developing a Good Start
 - ✓ Introductions to Avoid
 - ✓ Managing Smooth Transitions
 - ✓ Concluding the Presentation
 - ✓ Conclusions to Avoid

===== - Page 8 of 17

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Postgraduate Full-Time and Short Courses
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- Planning Powerful Visual Aids
 - ✓ The Use of Visuals
 - ✓ Charts and Graphs
 - ✓ Selecting Slides and Overheads
 - ✓ Making Use of Flip Chart
 - ✓ Designing Useful Handouts
 - ✓ Preparing Great Props

Delivering Presentation with Ease

- Proper Body Language
 - ✓ Using Proper Nonverbal Speech in Any Language
 - ✓ Eye Contact with the Audience
 - ✓ Dress to Impress
 - ✓ Mastering Physical Positioning and Movement
 - ✓ Using Your Voice Properly
 - ✓ Tips For Successful Global Communication
- Audience Appreciation
 - ✓ Reading the Audience Reaction
 - ✓ Make Your Audience Feel Comfortable
 - ✓ Taming a Tough Audience
 - ✓ Energizing Dull Audience
 - ✓ Using Surefire Audience Involvement Technique
- Preparing for Possible Questions
 - ✓ Reviewing the Basics of a Q&A Sessions
 - ✓ Responding with the Perfect Answer
 - ✓ Using Question-Handling Techniques
 - ✓ Responding to a Special Situations
 - ✓ Handling Tough Questions
 - ✓ Handling Hostile Questions

Mastering the Power of PowerPoint

- Employing Stunningly Simple Design Techniques

- ✓ The Do's And Don'ts of Design
- ✓ Using PowerPoint Templates
- ✓ Transforming with Technical Tricks
- Considering Cool Tricks to Make the Presentation Alive
 - ✓ Keeping the Flow Going
 - ✓ Using Audio
 - ✓ Using Video
 - ✓ Adding Animation
 - ✓ Mining Miscellaneous Impressive Stuff
- Avoiding Common Mistakes With PowerPoint
 - ✓ Mistake Recognition
 - ✓ Mistake Avoidance
 - ✓ PowerPoint Parameter

Checking Out Tips and Tricks for Common Presentations

- Succeeding in Sales and Other Motivational Presentations
 - ✓ Sales Presentation
 - ✓ Motivational Presentation
- Tackling Technical and Financial Presentations
 - ✓ Presenting Technical Information
 - ✓ Focusing on Financial Presentations
- Making Informational Briefings and Training Presentations
 - ✓ Basic Rules for Informational Briefings
 - ✓ Special Rules for Training Presentation
- Presenting a Business Plan to Your Boss
 - ✓ Tips In Presenting a Business Plan
 - ✓ Special Rules in Presenting a Business Plan
 - ✓ Mistakes to Avoid During Business Plan Presentations
- Making Virtual Presentations: Phone, Video, Web and E-Mail
 - ✓ Identifying the Right Virtual Presentation
 - ✓ Virtual Presentation Preparations
 - ✓ Practicing Do's And Don'ts
 - ✓ Virtual Presentation Delivery

===== - Page 10 of 17

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- ✓ Some Tips and Tricks
- Adopting International Presentations
 - ✓ Know the Audience Culture
 - ✓ Crafting Your Message
 - ✓ Following Basic Rules for Delivery
 - ✓ Working with an Interpreter
- Dealing with Impromptu Presentations, Panels and Roundtables
 - ✓ Impromptu Presentation
 - ✓ Being on a Panel
 - ✓ Participating in a Roundtable Discussion

Important Tips and Guidelines

- Comeback Lines To Use When Things Go Wrong
 - ✓ Visual-Aid Problems
 - ✓ Distracting Noises
 - ✓ Your Own Mistake
- Tips for Presentations at Public Meetings
- Things To Check Before You Present
 - ✓ How to Get to the Venue
 - ✓ Room Layout
 - ✓ Seating Arrangements
 - ✓ Human Equipment
 - ✓ Audiovisual Equipment
 - ✓ Sound System
 - ✓ Electricity
 - ✓ Podium
 - ✓ Lighting
 - ✓ Restrooms
 - ✓ Temperature and Ventilation

Diploma – Postgraduate – Short Course and Postgraduate Diploma Programme Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction and Assessment Requirement

Delegates studying courses of 5-9 days’ duration, equivalent to 30-54 Credit-Hours (direct lecturer contact), will, on successful assessment, receive the Diploma – Postgraduate. 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. Delegates and students who fail to gain the required level of pass, at Postgraduate Level will receive a Certificate of Attendance and Participation. The Certificate of Attendance and Participation will not count, for cumulative purpose, towards the Postgraduate Diploma.

Courses carry varying credit values; some being double credit, triple credit, quad credit and 5-credit, etc. These, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Credit Value and Credit Hours examples of Diploma – Postgraduate Courses are as follows:

Credit Value	Credit Hours	Award Earned
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
6-Credit	180-204	Diploma – Postgraduate (6-Credit)
7-Credit	210-234	Diploma – Postgraduate (7-Credit)

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Credit Value	Credit Hours	Award Earned
8-Credit	240-264	Diploma – Postgraduate (8-Credit)
9-Credit	270-294	Diploma – Postgraduate (9-Credit)
10-Credit	300-324	Diploma – Postgraduate (10-Credit)
11-Credit	330-354	Diploma – Postgraduate (11-Credit)
12-Credit	360	Postgraduate Diploma
360 Credit-Hours = Postgraduate Diploma		
12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma		
10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma		

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, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of 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 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.

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Diploma – Postgraduate and Postgraduate Diploma Application Requirements

Applicants for Diploma – Postgraduate – 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 for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time Mode (3 months);
2. Full-time Mode (6 month);

===== - Page 14 of 17

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3. Video-Enhanced On-Line Mode.

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

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the 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, above, twelve 5-day short courses, representing twelve credits or the equivalent of 360 Credit Hours are, therefore, required for the Award of Postgraduate Diploma.

A six-day course (Diploma – Postgraduate) is, therefore, equivalent to 36 hours Credit Hours, representing one credit. Therefore, ten short courses, of this duration, equates to the required 360 Credit Hours, qualifying for the Award of Postgraduate Diploma. While double-credit courses last between ten and fourteen days, triple-credit courses range from fifteen to nineteen days. Similarly, quad-credit courses are from sixteen to nineteen days. 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 two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

Accumulated Postgraduate Diploma Award Titles

All Specialist 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

===== - Page 15 of 17

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Specialist Award will be given, where a delegate studies 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 Diploma in Aviation Management;**
3. **Postgraduate Diploma in Business Communication;**
4. **Postgraduate Diploma in Corporate Governance;**
5. **Postgraduate Diploma in Costing and Budgeting;**
6. **Postgraduate Diploma in Client or Customer Relations;**
7. **Postgraduate Diploma in Engineering and Technical Skills;**
8. **Postgraduate Diploma in Events Management;**
9. **Postgraduate Diploma in Health and Safety Management;**
10. **Postgraduate Diploma in Health Care Management;**
11. **Postgraduate Diploma in Human Resource Development;**
12. **Postgraduate Diploma in Human Resource Management;**
13. **Postgraduate Diploma in Information and Communications Technology (ICT);**
14. **Postgraduate Diploma in Leadership Skills;**
15. **Postgraduate Diploma in Law – International and National;**
16. **Postgraduate Diploma in Logistics and Supply Chain Management;**
17. **Postgraduate Diploma in Management Skills;**
18. **Postgraduate Diploma in Maritime Studies;**
19. **Postgraduate Diploma in Oil and Gas Operation;**
20. **Postgraduate Diploma in Oil and Gas Accounting;**
21. **Postgraduate Diploma in Politics and Economic Development;**
22. **Postgraduate Diploma in Procurement Management;**
23. **Postgraduate Diploma in Project Management;**
24. **Postgraduate Diploma in Public Administration;**
25. **Postgraduate Diploma in Quality Management;**
26. **Postgraduate Diploma in Real Estate Management;**
27. **Postgraduate Diploma in Research Methods;**

- 28. Postgraduate Diploma in Risk Management;**
- 29. Postgraduate Diploma in Sales and Marketing;**
- 30. 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, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Period_Cancellations_Extenuating_Circumstances_Payment_Protocol_Location.htm

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.

Prof. Dr. Ronald B. Crawford

Director

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