

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#049

Leadership Styles

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

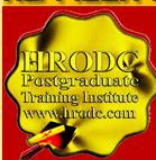
Leadership Styles, 30 Credit-Hours

Accumulating to A

Postgraduate Certificate, With 150 Additional Credit-Hours, or A

Postgraduate Diploma, With 300 Additional Credit-Hours

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

Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london/postgraduateshortcourses.com/>

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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:

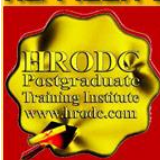
- Senior Managers;
- Middle Managers;
- Junior Managers; and
- Those Enroute to Management;
- All Management Aspirants;
- Lecturers;
- Consultants;
- Leaders;
- Supervisors;
- Organisational Development Practitioners;
- Business Owners.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	5 Days
Classroom-Based Cost:	£5,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	10 Days – 3 Hours Per Day
Online Cost:	£3,350.00 Per Delegate

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

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- 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.

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Leadership Styles Course

Leading to Diploma – Postgraduate – in Leadership Styles and 30 Credit-Hours, Accumulating to a Postgraduate Certificate, with 150 Additional Credit-Hours, or a Postgraduate Diploma, with 300 Additional Credit-Hours

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Distinguish between control and influence administrative strategies;
- Demonstrate their understanding of the positive and negative implications of a manager's choice of administrative strategy for the management of his or her organisation;
- Demonstrate an understanding of the relationship which exists between administrative strategy and leadership style;
- Assess the leadership style of a superior or colleague;
- Demonstrate an understanding of the relationship between a manager's leadership style and the type of structure which he or she is likely to implement;
- Demonstrate their ability to carefully select administrative strategies so as to promote leader and organisational flexibility;
- Propose ways of reducing cultural infringement in their choice of strategy;
- Demonstrate their understanding of managers' responsibility for tasks performance;
- Effectively illustrate the extent to which managers have responsibility for the effective functioning of organisation, division and department;
- Devise ways of affecting workers' behaviour towards effective task performance;
- Address managers' choice of options towards effect behavioural change;
- Relate managers' effort for ensuring subordinates' conformity to behavioural expectations;
- Suggest the options that managers have to employ administrative strategies;


- Demonstrate an understanding of the general use of the concept of 'strategy;'
- Demonstrate a heightened understanding of management or 'administrative strategy;'
- Exhibit an understanding of the relationship between 'administrative strategy' and worker-conformity to behavioural expectations;
- Explain the concept of puissance, as 'will' or 'force;'
- Demonstrate their understanding of 'puissance' as force and 'assent;'
- Distinguish between the concepts of power and authority;
- Suggest the relationship between puissance and the 'managerial leader;'
- Address the extent to which a managerial leader has both power and authority;
- Distinguish between implicit and explicit subordinate agreements;
- Resolve the relationship between a manager's power and his or her control of organizational resources;
- Illustrate their understanding of the often forgotten facet of authority (the second facet of authority;
- Present an 'internalised' understanding of the concept of influence;
- Provide a practical illustration of power, and 'control' as an affective 'domain;'
- Explain control as an administrative strategy;
- View influence as an administrative strategy;
- Demonstrate their understanding of normative re-educative administrative strategy;
- Demonstrate their rational empirical administrative strategy;
- Internalise the place of reward and punishment in affecting workers' behaviour;
- Explain the place of threat or promise in affecting workers' behaviour;
- Resolve the issue of 'threat and fear vs. promise and positive expectation;'
- Successful debate the authority and its 'affect' on workers' behaviour;
- Explain how managers might influence workers' behaviour, without the threat of force;
- Demonstrate their ability to apply the control administrative strategy;
- Regard reward as a positive reinforcement;
- Apply the influence administrative strategy in a realistic situation;
- Suggest the relationship between leadership style and the influence administrative strategy;
- Demonstrate their understanding of the relationship between the control administrative strategy and the Theory X leadership style;

- Explain leadership styles as a 'non-conscious' decision of managers;
- View leadership style as an ascribed 'status;'
- Distinguish between leadership style and 'leader behaviour;'
- Explain leadership style using the concept of 'flexion;'
- Exemplify leadership styles as managers' choice of administrative strategies;
- Illustrate the extent to which influence strategy relates to 'Theory Y' leadership style;
- Explain the leadership style continuum;
- Demonstrate a heightened understanding of leadership style and latent behaviour;
- Link particular leadership style with subordinates' manifest behaviour;
- Explain leadership style as a motivating factor;
- Assess the relationship between leadership style and the contingency approaches;
- Debate the relationship between leadership style and organisational structure;
- View organisational structure as a leadership 'choice;'
- Illustrate the link between Theory X leadership style and the functional structure;
- Associate Theory X leadership style with the divisional structure;
- Assess the relationship between Theory X leadership style and the matrix structure;
- Indicate that they understand the relationship between leadership styles and structural relationships;
- Represent the leadership style and communication;
- Associate leadership style with levels of role specificity;
- Demonstrate an awareness of the relationship between contingency approaches to leadership and environmental variables;
- Advise on the extent to which leadership and environmental variables, affect organisations;
- View contingency approaches to leadership as a departure from the universalist approaches to leadership;
- Link contingency approaches to leadership and trait and 'style' approaches to leadership;
- Assess the value of contingency approaches to leadership, in relation to the environment, technology and the work to be done;
- Relate contingency approaches to leadership to superior-subordinate relationships;
- 'vocalise' the relationship between the contingency approaches to leadership and employee development;

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- Demonstrate an understanding of the emphasis that contingency approaches to leadership places on leader-behaviour variation;
- Link contingency approaches to leadership with phases of team development;
- Illustrate the link between contingency approaches to leadership and managerial control;
- Provide practical evidence of the contribution that contingency approaches to leadership makes to role induction;
- Associate contingency approaches to leadership with managerial inflexibility;
- Provide a guide to the assumption that contingency approaches to leadership holds for reward management;
- Show the link between low LPC managers and Theory X leadership style;
- Chart the relationship between high LPC managers Theory Y leadership style; and
- Defend managers' responsibility for tasks performance.

Course Contents, Concepts and Issues

- Affecting Workers' Behaviour towards Effective Task Performance;
- Managers' Choice of Options to Effect Behavioural Change;
- Ensuring Subordinates' Conformity to Behavioural Expectations;
- Options as Administrative Strategies;
- The General Use of the Concept of Strategy;
- A Management or 'Administrative Strategy';
- 'Administrative Strategy' and Worker-Conformity to Behavioural Expectations;
- 'Puissance' as Choices towards Organisational Functioning;
- Puissance, as 'Will' or 'Force';


- 'Puissance' as Force;
- 'Puissance' as 'Assent';
- The Concept of Power;
- The Concept of Authority;
- Legitimate Authority;
- Puissance and the 'Managerial Leader';
- The Managerial Leader and Power and Authority;
- Implicit and explicit subordinate agreement;
- The Concept of Power;
- Power and Organizational Resources;
- The Concept of Authority;
- The Second Facet of Authority;
- The Concept of Influence;
- Power and 'Control' as affective 'domain';
- Control as an Administrative Strategy;
- Influence as an Administrative Strategy;
- Normative Re-Educative Administrative Strategy;
- Rational Empirical Administrative Strategy;
- The Place of Reward and Punishment in Affecting Workers' Behaviour;
- The Place of Threat or Promise in Affecting Workers' Behaviour;
- 'Threat, Promise, Fear or Positive Expectation';
- Authority and its 'Affect' on Workers' Behaviour;
- Influencing Workers' Behaviour – Without the Threat of Force;
- Application of the Control Administrative Strategy;
- Reward as a Positive Reinforcement;
- Application of the Influence Administrative Strategy;
- Leadership Style Defined;
- Leadership style and the Influence Administrative Strategy;
- Leadership style and the Control Administrative Strategy;
- The Theory X Leadership Style;
- The Theory Y Leadership Style;

- Leadership Styles and 'Non-Conscious' Decision of Managers;
- Leadership Style as an Ascribed 'Status';
- Distinguishing Leadership Style from 'Leader Behaviour';
- Leadership Style and the Concept of 'Flexion';
- Leadership Styles and Managers' Choice of Administrative Strategies;
- Influence Strategy and 'Theory Y' Leadership Style;
- A 'Theory X' Leadership Style;
- The Leadership Style Continuum;
- Leadership Style and Latent Behaviour;
- Leadership Style and Manifest Behaviour;
- Leadership Style as a Motivating Factor;
- Leadership Style and the Contingency Approaches;
- Leadership Style and Organisational Structure;
- Organisational Structure as a Leadership 'Choice';
- Theory X Leadership Style and the Functional Structure;
- Theory X Leadership Style and the Divisional Structure;
- Theory X Leadership Style and the Matrix Structure;
- Leaderships and Structural Relationships;
- Leadership Style and Communication;
- Leadership Style and Role Specificity;
- Contingency Approaches to Leadership and Environmental Variables;
- Leadership and the Environmental Variables, Which Affect Organisations;
- Contingency Approaches to Leadership as a Departure From The Universalist Approaches to Leadership;
- Contingency Approaches to Leadership and Trait and 'Style' Approaches to Leadership;
- Contingency Approaches to Leadership and the Environment, Technology and the Work To Be Done;
- Contingency Approaches to Leadership and Superior-Subordinate Relationships;
- Contingency Approaches to Leadership and their views of 'Employee Development';
- Contingency Approaches to Leadership and Leader-Behaviour Variation;
- Contingency Approaches to Leadership and Phases of Team Development;
- Contingency Approaches to Leadership and Managerial Control;

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- Contingency Approaches to Leadership and Role Induction;
- Contingency Approaches to Leadership and Managerial Inflexibility;
- Contingency Approaches to Leadership and Reward Management;
- Low LPC Managers and Theory X Leadership Style;
- High LPC Managers Theory Y Leadership Style.

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.

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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.

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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 1st of each month, with the cut-off date being the 20th 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

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Leadership Styles Course, Leading to Diploma Postgraduate - in Advanced Language and English Communication Skills and 30 Credit-Hours, Accumulating to A Postgraduate Certificate, with 150 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
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	Postgraduate Certificate
7-Credit	210-234	Postgraduate Certificate (+ 1 Credit)
8-Credit	240-264	Postgraduate Certificate (+2 Credits)
9-Credit	270-294	Postgraduate Certificate (+3 Credits)
10-Credit	300-324	Postgraduate Certificate (+ 4 Credits)
11-Credit	330-354	Postgraduate Certificate (+5 Credits)
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		


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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Leadership Styles Course, Leading to Diploma Postgraduate - in Advanced Language and English Communication Skills and 30 Credit-Hours, Accumulating to A Postgraduate Certificate, with 150 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours 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;**

HRDTC Postgraduate Training Institute
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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;**

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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.

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Prof. Dr. Ronald B. Crawford
Director
HRODC Postgraduate Training Institute