

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



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**Corporate Social Investment (CSI):
Policy Formulation, Communication and
Implementation Strategy**

Course or Seminar

Leading To:

**DIPLOMA - POSTGRADUATE IN
Corporate Social Investment
(Double Credit)**

Accumulating to

POSTGRADUATE DIPLOMA



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Corporate Social Investment
(Double Credit)
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POSTGRADUATE DIPLOMA**

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38
Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute
PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOS, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).



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

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
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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:

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;

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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:

- Chief Executives;
- Executive Directors;
- Non-Executive Directors;
- Operational Directors;
- Independent Directors;
- Chief Executive Officers;
- Managing Directors;
- Corporate Directors;
- Corporate Strategists;
- Policy Formulators;
- Strategic Marketing Officials;

- Senior Executives;
- Senior Administrators;
- Chief Financial Officers;
- Charity Commission Representatives;
- Charity Officers;
- Government Ministers;
- State Department Officials;
- Local Government Officials;
- All those interested in the value, policy formulation, strategy development and implementation of Corporate Social Investment Initiatives.

Duration: 10 Days

Cost: £10,000.00 Per Delegate

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.

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

Corporate Social Investment: Policy Formulation, Communication, and Implementation Strategy
Leading to Diploma-Postgraduate in Corporate Social Investment (Double Credit)

Background and Introduction to, and Evolution of, Corporate Social Investment (CSI)

Part 1: Organisation: A Definition

- Social Organisation;
- Formal Organisation;
- Business Organisation;
- Non-Business Organisation;
- Collegium: An Introduction.

Part 2: Organisational Authority and Power Structure

- Organisational Responsibility;
- Authority and Power: A Distinction;
- The Two Facets of Authority;
- Traditional Authority;
- Legal Authority;
- Professional Authority;
- Organisational Power Centres;
- Power as a 'Leasing Mechanism';
- Power as a Resource Base;
- Knowledge as Power.

Organisational Objectives and Internal and External Accountability

Part 3: Organisational Objectives

- Organisational Objectives – Generally;
- Business Objectives;
- Corporate Business Objectives;
- The Objectives Hierarchy;
- Corporate Social Objectives:
 - Direct Return on Corporate Social Objectives: Towards The Achievement of Business Objectives;
 - Indirect Return on Corporate Social Objectives: Enhancing The Accomplishment of Business Objectives.

Part 4: Accountability as an Inescapable Phenomenon

- Internal Accountability;
- Upward Accountability;
- Downward Accountability;
- Outward Accountability;
- Accountability to Owners;
- Accountability to Sponsors;
- Accountability to Clients/Customers/ Users;
- Accountability to Creditors;
- Accountability to Sector or Industry.

Communication a Vehicle for Effective Policy Formulation, Dissemination and Implementation

Part 5: Internal Communication: Facilitating and Exploiting Corporate Initiatives

- Defining Communication;
- Barriers to Effective Communication;
- Improving Internal Communication Mechanism;
- Cross Cultural Communication;
- Communication and Presentation.

Part 6: Corporate Policy Formulation, Dissemination and Implementation

- Corporate Policy Formulation;
- Policy Dissemination;
- Policy Implementation;
- Strategy for Policy Implementation;
- Emergent Policy.

Corporate Social Investment: An Introduction

Part 7: Corporate Social Investment (CSI): An Introduction

- Defining Corporate Social Investment;
- Evolution of Corporate Social Investment:
 - Discretionary Philanthropy;
 - Community Involvement;
 - Community Partnerships;
 - Strategic Community Investments.
- Significance of Corporate Social Investment;
- Functions of Corporate Social Investment;
- Types of Corporate Social Investment;
- Purposes of Corporate Social Investment;
- Evaluation of Corporate Social Investment.

Part 8: The Relationship Between Organisational Key Success Factors (KSF), Key Performance Indicators (KPI) and Corporate Social Investment (CSI)

- Defining Organisational Key Success Factors;
- Determining an Organisation's Key Success Factors;
- Defining Key Performance Indicators;
- Determining Key Performance Indicators;
- Formulating Key Performance Indicators from Key Success Factors;
- Relationship Between Key Success Factors and Corporate Social Investment.

Preparing the Corporate Social Investment Infrastructure

Part 9: Establishing Corporate Social Investment Framework

- CSI and Business Development;
- CSI and Legislated Business Development;
- CSI and Marketing Budget For Social and Environmental Purposes;
- Economic Value of CSI;
- CSI Programs in Reality: Success or Failure;
- CSI Strategy formulation for Implementation.

Part 10: Practicalising Corporate Social Investment

- Policy Formation for CSI;
- Strategy Development: Towards the Implementation of CSI;
- Communicating CSI;
- Communicating CSI Internally;
- Communicating CSI Externally;
- Calculating Return on CSI;
- Calculating Rate of Return on CSI.

Part 11: Corporate Social Investment as a Survival Imperative

- Corporate Social Investment as A New Way of Thinking and Acting;
- Moving From Corporate Giving To Corporate Social Investing;
- Extracting Business Value From Social Investment;
- Which Nonprofits Qualify – And Which Don't;
- Making a Declaration For Corporate Social Investing;
- The CEO Endorsement;
- The Annual Social Investment Report;
- Committing to the Corporate Social Investment Model: Part I, Percentages;
- Committing to the Corporate Social Investment Model: Part II, Strategic Plans;

- When social investing should be proposed;
- Building the Management Team For Social Investing;
- The Day-to-Day Manager;
- The Power of Corporate Non-Profit Alliances.

Part 12: Corporate Social Investment (CSI), Public Relations and Implementation

- The Importance of Public Relations in Corporate Social Investment (CSI);
- Communication in Corporate Social Investment (CSI) Public Relations;
- Public Opinion and Corporate Social Investment (CSI) Public Relations;
- People Management in Corporate Social Investment (CSI) Public Relations;
- Employing Ethics in Corporate Social Investment (CSI) Public Relations;
- The Legal Parameter of Corporate Social Investment (CSI) Public Relations;
- Research and Corporate Social Investment (CSI) Public Relations;
- Print Media Relations in Corporate Social Investment (CSI);
- Electronic Media Relations in Corporate Social Investment (CSI);
- Employee Relations in Corporate Social Investment (CSI) Public Relations Settings;
- Multicultural Community Relations in Corporate Social Investment (CSI);
- Government Relations: Enhancing Public Relations Effectiveness in Corporate Social Investment (CSI);
- Consumer or Client Relations in Corporate Social Investment (CSI) Public Relations;
- Public Relations Writing in Corporate Social Investment (CSI);
- Public Relations and the Internet in Corporate Social Investment (CSI);
- Integrated Marketing Communications in Corporate Social Investment (CSI).

Risk Management in Corporate Social Investment

Part 13: Understanding Risk and Risk Management

- Defining Risk;
- Contextualising Risk;
- Formulating Risks Statements;
- Risk Examples;
- Non-Risk Examples;
- Proposal Risk;
- Performance Risk;
- Management's Perception and Calculation of Risk;
- Risk Probability and Improbability;
- The Traditional 'Number Line' and Traditional Risk Management Calculation;
- 'Risk-Improbability Scale or Continuum';
- Understanding Risk in Organisations;
- Analyzing and Identifying Risk in Organisations;
- Developing Strategies and Approaches to Treat and Manage Risk;
- What Is Risk Management?;
- Continuous Risk Management Example;
- Non-Continuous Risk Management Example;
- Evaluating Likely Risks and Consequences;
- Assessing the Options for Accommodating Risks;
- Prioritising Risk Management Efforts;
- Developing Risk Management Plans;
- Authorising the Implementation of Risk Management Plans;
- The Context of Risk Management in Organisations;
- The Link between Risk Management and Governance Arrangements;
- Risk Management Standards;
- The Differing Levels of Risk within an Organisation, Business Risk, Project Risk and Process Risk;
- Developing Criteria for Determining Acceptable Levels or Residual Risk.

Part 14: Crisis Management: Security and Natural Disaster Recovery

- Contingency Planning;
- Continuity Management and Disaster Recovery;
- Recovery Planning;
- Recovery Planning and Logistics;
- Business Continuity Management;
- Introduction to BS 25999: Business Continuity Management;
- Business Recovery Management.

Part 15: Learning from Examples: Successful Implementation of Corporate Social Investment (CSI) Presumption of Return on Investment

- Corporate Governance: Organising for CSI Delivery;
- Dealing with Legal Compliance;
- Strategic Projects Management;
- Risk Management in Practice;
- case 1: Corporate Social Investment (CSI);
- Case 2: Corporate Social Investment (CSI);
- Case 3: Corporate Social Investment (CSI);
- Case 4: Corporate Social Investment (CSI);
- Case 5: Corporate Social Investment (CSI);
- Case 6: Corporate Social Investment (CSI).

Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

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 Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as 'Courses', while the 'longer-studies', are regarded as Programmes. However, both study-durations are often referred to 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 credits, 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.

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 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 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, 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.

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 (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, 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, is 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 approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a 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 the classroom-based course;
- 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.

20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 360 hours 'Direct-Lecturer-Contact', as is required by our Institute's Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective 'Life-Style Balance', at times convenient to you and your appointed tutor.

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 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 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.

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	Diploma – Postgraduate (6-Credit)
7-Credit	210-234	Diploma – Postgraduate (7-Credit)
8-Credit	240-264	Diploma – Postgraduate (8-Credit)
9-Credit	270-294	Diploma – Postgraduate (9-Credit)
10-Credit	300-324	Diploma – Postgraduate (10-Credit)

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
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		

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 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_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

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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
HRODC Postgraduate Training Institute