HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

#119

Remote Management: Managing Remote or Online Workers

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Remote Management: Managing Remote or Online Workers, Double-Credit, 60 Credit-Hours

Accumulating to A

Postgraduate Certificate, With 120 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.B.; M.S.C.O.S.; M. RG. C.

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);
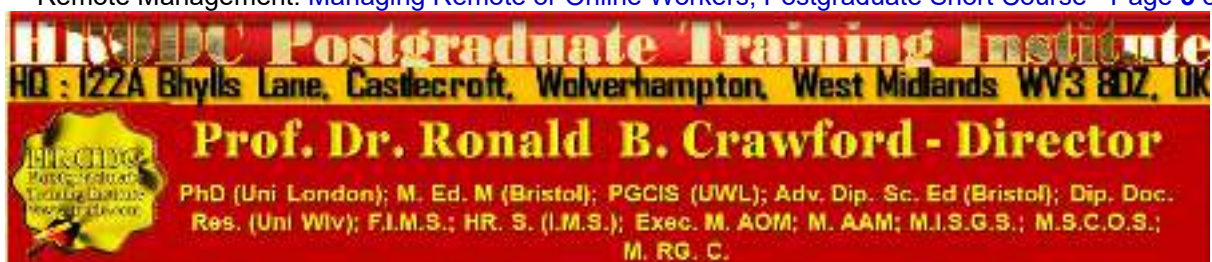
➢ Teaching Certificate;

➢ 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

For Whom This Course is Designed
This Course is Designed For:

- Board of Directors;
- Business Owners;
- Business Owners;
- Business Professionals;
- Directors;
- Divisional Managers;
- Employees with responsibility of handling conflict within the organisation;
- Entrepreneurs;
- Executives;
- Human Resource (HR) Consultants;
- Human Resource (HR) Development Specialists;
- Human Resource (HR) Directors;
- Human Resource (HR) Executives;
- Human Resource (HR) Generalists;
- Human Resource (HR) Managers;
- Human Resource (HR) Planners;
- Human Resource (HR) Professionals;
- Human Resource (HR) Recruitment Specialists;
- Human Resource (HR) Strategists;
- Human Resource Managers;
- Junior Managers;
- Managers of Remote or \Online Workers;
- Middle Managers;
- Senior Managers;
- Senior Mangers;
- Supervisors of Remote or Online Workers
- Supervisors;
- Supervisors;
- Team Leaders;
- Venture Capitalists;

Remote Management: Managing Remote or Online Workers, Postgraduate Short Course, Leading to Diploma - Postgraduate - in Managing Remote or Online Workers – Double-Credit, 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 additional Credit-Hours, a Postgraduate Diploma, with -300 additional Credit-Hours

> All others who are desirous of mastering the Management of Remote or Online Workers.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	**10 Days**
Classroom-Based Cost:	**£10,000.00 Per Delegate**
Online (Video-Enhanced) Duration and Cost	
Online Duration:	**20 Days @ 3 Hours Per Day**
Online Cost:	**£6,700.00 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

> Certificate of Attendance and Participation – if unsuccessful on resit.

All 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**.

Classroom-Based Daily Schedule

09:30 – 16:30

Scheduled Classroom-Based 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.**

Remote Management: Managing Remote or Online Workers, Postgraduate Short Course

Leading to Diploma – Postgraduate – in Remote Management: Managing Remote or Online Workers – Double-Credit, 60 Credit-Hours, Accumulating to a Postgraduate Certificate, with 120 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:

➢ Conduct individual and panel interviews online;

➢ Defend the use of periodic and exit interviews;

➢ Demonstrate an awareness of how personnel demand forecast (PDF) is conducted;

➢ Demonstrate an understanding of the value of Online Recruitment and Selection;

➢ Demonstrate their ability manage recruitment and selection within an 'Online Resourcing Context'.
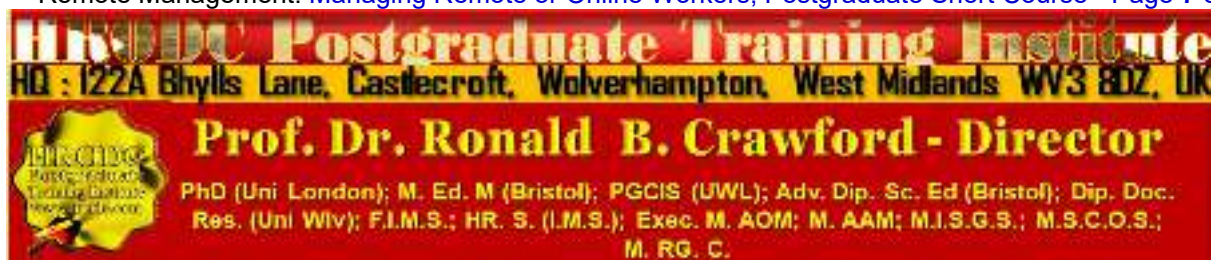
➢ Demonstrate their ability to conduct a human resource audit;

➢ Demonstrate their ability to conduct a job analysis;

➢ Demonstrate their ability to determine the type of commitment that motivate individuals to join an organisation;

➢ Demonstrate their ability to lead an Online Recruitment and Selection Team;

➢ Demonstrate their understanding of the legal bases of Employee Resourcing;

➢ Design an effective induction package for Remote or Online Workers;

➢ Design job description and personnel specification for particular roles;

➢ Use a Candidate Assessment Form in short listing and interviews;

➢ Weight a Candidate Assessment Form, on the basis of Job Description and Personnel Specification

➢ Define a Role Set;

➢ Determine the Role Segments in particular Role Sets;

➢ Illustrate the persistence of conflict in the performance of a specific role;

➢ Resolve conflict that exist in each scenario;

➢ Illustrate at least three constraints that an incumbent face, in the performance f his or her role;

➢ Suggest the importance of Remote Coffee Mornings, for Remote or Online Workers;

➢ Demonstrate their ability to manage a Performance Learning Review (PLR) Meeting;

➢ Illustrate the similarities with Management By Objectives (MBO) and Performance Management;

➢ Review Self Assessments for PLR;

➢ Rate Continuous Professional Development Records;

➢ Distinguish between the concepts of 'role' and a mere position;

➢ Demonstrate an understanding of the Boundary Relationship of a Role Set;

➢ Illustrate the importance of Social Support of an incumbent;

➢ Explain the concept of Conflict;

➢ Distinguish between Conflict as Commission and Conflict as Omission;

➢ Defend the desirability of Conflict in Organisations;

➢ Explain the difference between Conflict and Role Conflict;

➢ Distinguish between Inter-Group/ Team Conflict and Intra-Group/ Team Conflict;

➢ Elucidate Conflict as a 'Functional' Mechanism;

- ➢ Distinguish between Apology and Apologia;

- ➢ Defend the place of Forgiveness in Conflict Resolution;

- ➢ Explain the place of Praise in Conflict Resolution;

- ➢ Use Compromise in Conflict Resolution;

- ➢ Use Mediation in Conflict Resolution Method;

- ➢ Suggest the importance of Interpersonal Skills in Conflict Management;

- ➢ Discuss the Cultural and Gender Differences in Conflict Management;

- ➢ Understanding Group Dynamics in Conflict Management;

- ➢ Use 'Role Negotiation' as a Conflict Management Tool;

- ➢ Argue the case for Mutual Resolution as Conflict Resolution Mechanism;

- ➢ Use Collegial Mediation as Conflict Resolution, in a given scenario;

- ➢ Debate the use of Hierarchical Intervention as Conflict Resolution.

Course Contents, Concepts and Issues

Module 1
Managerial Effectiveness:
Managing, Recruiting and Selecting Remotely

Part 1 – Determining Work Allocation and the Autonomy of Remote or Online Workers

- ➢ Levels of Worker Autonomy and Managerial Control of Remote or Online Workers;

- ➢ Implications of High Managerial Control, and Low Worker Autonomy for Remote or Online Workers;

- ➢ Implications of Low Managerial Control and High Worker Autonomy;

- ➢ Organisational Operational Control System for Remote or Online Workers;

- ➢ Detailed Scheduling and for Remote or Online Workers;

- ➢ When should Detailed Scheduling be used for Remote or Online Workers;

- ➢ Sequencing in Context;

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➢ When Should Sequencing be Applied; to Remote or Online Workers?

➢ Loading and Its Positive and Negative Implications for the performance of Remote or Online Workers;

➢ Co-ordination as a Control Mechanism for Remote or Online Workers;

➢ Mutual Adjustment and its Operational Implications for Remote or Online Workers;

➢ Direct Supervision and How it Operates with Remote or Online Workers;

➢ Standardisation of The Work Process: Its Viability and Benefits for Remote or Online Working;

➢ Standardisation of Input and Its Importance for Remote or Online Working;

➢ Standardisation of Output: When Can this be Assured for Remote or Online Working;

➢ Hosting Virtual Coffee Mornings.

Part 2 - Recruiting and Selecting Remotely

➢ Undertaking Job Analysis;

➢ Designing Job Description;

➢ Designing Personnel Specification;

➢ Market Targeting of Remote or Online Workers;

➢ Designing and Placing Advertisement;

➢ Weighting a Candidate Assessment Form (CAF);

➢ Using a Candidate Assessment Form;

➢ Systematic Short Listing of Candidates;

➢ International E-Selection: Its Organisation, and Management;

➢ International Video-Based Selection: Understanding and Addressing Its Associated Problems;

➢ Arranging Pre-test Interviews.

➢ Conducting the interview;

➢ Working Towards Equity;

➢ Interview Scheduling;

➢ Aggregating Scores.

Part 3 - Designing a Web-Based Selection Test

- ➢ Dissecting the Job Description and Personnel Specification, to determine testable elements;

- ➢ Selecting General Test Elements;

- ➢ Choosing Numeric Test Elements;

- ➢ Selecting Role-related Test Elements;

- ➢ Addressing Professional Test Elements;

- ➢ Weighting Test Elements;

- ➢ Administering the Selection Test;

- ➢ Test Scoring;

- ➢ Progressing or Eliminating Applications.

Part 4 – Organising and Conducting a 2nd Web-based Interview: Towards a Final Selection

- ➢ Deciding on Interview Areas, In Line with Job Description and Personnel Specification;

- ➢ Designing Objective Interview Questions;

- ➢ Weighting Interview Questions;

- ➢ Designing Exploratory Questions;

- ➢ Creating a welcoming virtual environment;

- ➢ Conducting the interview;

- ➢ Working Towards Equity;

- ➢ Interview Scheduling;

- ➢ Aggregating Scores;

- ➢ Identifying or ruling out contraindicators;

- ➢ Formalising Feedback;

- ➢ Ranking Choices;

- ➢ Notifying and Soliciting Acceptance from 1st Order Preferences;

- ➢ Notifying unsuccessful candidates, with feedback.

Part 5 – Performance Management For Virtual or Online Workers

- Conceptualising Performance Management;
- The Historical Context of Management By Objectives (MBO) and Performance Management;
- Establishing Performance Objectives;
- Signposting Targets;
- Allocating Resources to Remote or Online Workers;
- Managing Critical Incidents for Remote or Online Workers;
- Conducting Incidental Supervision;
- Nodes in the Performance Management Cycle;
- Performance Learning Review (PLR) For Remote Workers;
- Self-Review: Assessing the Evidence;
- Identifying Performance Issues;
- Determining Objective Accomplishment;
- Identifying Areas for Continuous Professional Development (CPD).
- Arranging and Conducting Performance Learning Review (PLR) For Remote Workers.

Part 6 – Managing Meetings of Remote or Online Workers

- Meeting Management in Context for Remote or Online Workers:
- Creating an Effective Agenda for Meeting of Remote or Online Workers;
- Importance of Agenda for Meetings of Remote or Online Workers;
- Steps For Productive and Effective Meeting;
- Averting Groupthink in Meetings of Remote or Online Workers;
- Promoting Teamthink in Meetings of Remote or Online Workers;
- Reducing Time Spent on Meeting;
- Meeting Menaces of Meetings of Remote or Online Workers:
- The Waffler in Meetings of Remote or Online Workers;
- Managing The Turf Warrior in Meetings of Remote or Online Workers;
- The Place of the 'Assassin' in Meetings of Remote or Online Workers;

➤ Curbing the Dominator, during Meeting of Remote or Online Workers;

➤ The Place of the Interrupter, during Meetings of Remote or Online Workers.

➤ Averting Meeting Mismanagement of Remote or Online Workers.

Module 2
Communication Enhancement:
Presentations, Meetings and Conferencing

Part 7: Designing PowerPoint Presentations (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.

Part 8: Designing PowerPoint Presentations (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.

Part 9: Designing PowerPoint Presentations (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;
- 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;
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- ➢ Using Page Curl Transition, in PowerPoint;
- ➢ Using Airplane Transition, in PowerPoint.

Part 10: Designing PowerPoint Presentations (4)

- ➢ 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;

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- ➢ 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;

- ➢ Adding Voice to PowerPoint Presentations;

- ➢ Adding Music to PowerPoint Presentations;

- ➢ Creating a PowerPoint Video;

- ➢ Incorporating the Presenter in PowerPoint Videos.

Part 11: Using Skype as a Video Conferencing Platform

➢ Skype and its functionalities;

➢ The phasing out of Skype and Its alternative;

➢ Creating a Skype Account;

➢ Configuring Skype;

➢ Inviting people to join your Skype contact;

➢ Assigning a camera to your Skype Account;

➢ Accepting and rejecting Skype invitations;

➢ Creating a Skype Profile;

➢ Making Skype To Skype Calls;

➢ Making Telephone Calls in Skype;

➢ Using Skype to Make Video calls;

➢ Setting Skype Security;

➢ Recording Skype Conversations;

➢ Deleting Skype Conversations;

➢ Holding Skype Meetings;

➢ Joining and leaving Skype Meetings.

Part 12: Using Microsoft Teams as a Video Conferencing Platform

➢ Microsoft Teams as a Collaborative Application;

➢ Choosing a Microsoft Team Subscription;

➢ Organisation as a Microsoft Teams Owner;

➢ Creating an Organisation-wide Team, within Teams;

➢ Choosing between Desktop and Web based MS Teams Applications;

➢ Creating Teams in MS Teams;

➢ Facilitating Internal Membership of an Organisation's Teams;

➢ Facilitating Guest Membership of an Organisation's Teams;

➢ Creating Channels withing Microsoft Teams;

➢ Channel Functions;

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- ➢ Using Power Pivot;

- ➢ Using MS Teams in Educational Settings;

- ➢ Creating Classes in Teams;

- ➢ Sharing Resources in Microsoft Teams;

- ➢ Chatting in Microsoft Teams;

- ➢ Making Audio Calls in Microsoft Teams;

- ➢ Making Video Calls in Microsoft Teams;

- ➢ Organising and conducting meetings in Microsoft Teams;

- ➢ Inviting members and non-members to meetings in Microsoft Teams;

- ➢ Recording meetings in Microsoft Teams;

- ➢ Sharing Screens in Microsoft Teams;

- ➢ Sharing your entire desktop in Microsoft Teams;

- ➢ Sharing a window in Microsoft Teams;

- ➢ Sharing individual documents in Microsoft Teams;

- ➢ Stop sharing in Microsoft Teams;

- ➢ Turning Video on and off in Microsoft Teams;

- ➢ Turning sound on and off in Microsoft Teams;

- ➢ Using Telephone Packages in Microsoft Teams;

- ➢ Making telephone calls in Microsoft Teams;

- ➢ Joining and leaving meetings in Microsoft Teams.

Part 13: Using Zoom as a Video Conferencing Platform

- ➢ Zoom as a Video Conferencing Platform;

- ➢ A Free Zoom Account vs a Subscription Zoom Account;

- ➢ Creating a Zoom Account;

- ➢ Creating a Zoom Meeting;

- ➢ Downloading Zoom on Desktop and Mobile Devices;

- ➢ Hosting a Zoom Meeting;

- ➢ Choosing Audio Type for Zoom Meetings;

- ➢ Using your Video in a Zoom Meeting;

- ➢ Muting Video in Zoom Meetings;

- Different Options for Sending out Zoom Meeting Invitations;
- Muting Participants on Entry and during meetings;
- Sharing Desktop in Zoom;
- Sharing Whiteboard in Zoom;
- Chatting to individuals and groups, in Zoom;
- Recording Meetings or Conversations in Zoom;
- Sharing Files in Zoom;
- Host's facilitation of participants' individual and group Chats;
- Facilitator's enabling participants' engagement;
- Host ending meeting for individuals and team;
- Facilitating participants' joining;
- Hiding Floating Meeting Control in Zoom;
- Setting Video-Off Default, from Settings;
- Using Virtual Background in Zoom;
- Adding Branding and images to Zoom Background;
- Using Google and Microsoft Calendars to Schedule Meetings in Zoom;
- Managing the 'New Share' function in Zoom;
- Pausing Screen Share in Zoom;
- Resuming Share in Zoom;
- Using Annotation in Zoom;
- Creating and managing Meeting-Rooms;
- Managing your Profile in Zoom;
- Personal Meeting-Room and ID, in Zoom.

Part 14: Time Management: A Role Effectiveness Imperative

➢ 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

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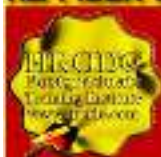
Delegates studying courses of 5-7 days' duration, equivalent to 30-42 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate,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

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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.

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.

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 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

Remote Management: Managing Remote or Online Workers, Postgraduate Short Course, Leading to Diploma -
Postgraduate - in Managing Remote or Online Workers – Double-Credit, 60 Credit-Hours, Accumulating to A Postgraduate
Certificate, with 120 additional Credit-Hours, a Postgraduate Diploma, with -300 additional Credit-Hours

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.

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)

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

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 n 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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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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