

Web Based Seminars (Webinars) On-Line Conferences, On-Line Coaching, and Appreciative Inquiry Facility, for HRM HRD Oil and Gas Operation Executive Leadership, Time Management, Warehouse Management, etc.

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<h2>HRODC Postgraduate Training Institute</h2>		

 **A Postgraduate-Only Institution**

HRODC Postgraduate Training Institute - UKRLP Registration

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	<p>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</p>
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Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 1 of 24

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	<h2>Prof. Dr. Ronald B. Crawford - Director</h2> <p>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.; L.M. M.I.H.R.M.; M. RG. C.</p>

As is reflected in our [Mission Statement](#), Human Resource and Organisational Development Consultancy (HRODC) Postgraduate Training Institute, A Postgraduate-Only Institution, is committed to meeting the Continuing and Changing Developmental Needs of its International Clientele – Public and Private Sector Employers, Delegates and Students. It is for this reason that it is now facilitating **Web-Based Seminars (Webinars), On-Line Conferences, On-Line Coaching, and On-Line Appreciative Inquiry (AI)**. These supportive arrangements have been devised at the request of some of our **long-standing clients**, who now find it extremely difficult or impossible to attend [In-Classroom Postgraduate Diploma Programmes and Diploma – Postgraduate Short Courses](#) or subscribe to our [Video-Enhanced Online \(Face-To-Face\) Postgraduate Diploma Programmes and Diploma – Postgraduate Short Courses](#). Despite their hectic schedules, however, they are able to attend short one-off sessions that addresses a particular issue or problem. These supportive mechanisms are, therefore appealing to:

- Employees who desire a ‘taster’ of a particular subject area or Issue;
- Managers who have a particular problem to resolve quickly but effectively;
- Organisations who need to provide the developmental opportunity to one or several staff members, within the shortest possible time, within the confines of their office or training facility;
- Organisations seeking ‘knowledge update’;
- Executives who find it difficult to physically and psychologically remove themselves from their operational base for a considerable period of time;
- Organisations that are in the midst of corporate change but need the necessary guidance and support quickly and cost-effectively;
- Organisations needing a reliable point of contact as soon as it its apparent that that there are impending or manifest problems, for which the expertise for their resolution is not site-based;
- Organisations and Executives who need a reference base for the purpose of enhancing and sustaining their ‘Organisational Learning’;
- Individuals and organisations who need a point of support for members working on a Developmental Plan;



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- Organisations needing resources for members on 'Action Plans', with or without clear targets and milestones for development;
- Organisations seeking to utilise Web-Based Seminars (Webinars), On-Line Conferences, On-Line Coaching, and On-Line Appreciative Inquiry (AI) as part of their Organisational Development Strategy;
- Those needing an inexpensive source of Learning Support, on a one-off or extended basis;
- Organisations requiring enhanced competency development for a defined set of employees;
- All other individuals and organisations, who, for whatever reasons may abound, need the take advantage of the benefits that are derived from:
 - Web-Based Seminars (Webinars);
 - On-Line Conferences;
 - On-Line Coaching; and/or
 - On-Line Appreciative Inquiry (AI)

[Click to Send us a Request for Web-Based Seminars \(Webinars\), On-Line Conferences, On-Line Coaching, and On-Line Appreciative Inquiry \(AI\)](#)

The areas in which Web-Based Seminars (Webinars), On-Line Conferences, On-Line Coaching and Appreciative Inquiry (AI) can be facilitated include: Business Administration; Business and Organisational Analysis Course; Conflict and Role Conflict Management in Organisations Course; Contract Management: Contextualising US Federal Acquisition Regulations (FAR) System; Creating Investment Projects in the Industrial Sector Course; Delegating for Role and Organisational Effectiveness; Enhancing Managerial Effectiveness Course; Executive Management; Hospitality and Hospitality Operations Management: An International Perspective; Fleet Management: Overseeing, Coordinating and Facilitating Transport and Transport Related Activities; Internal and External Organisational Analysis; Investor Relations Course; Key Success Factors (KSFs) and Key Performance Indicators (KPIs): Strategic Operational Survival Imperatives Course; Management Control Systems, Transfer Pricing and Multinational Operations (1) Seminar or Course; Managing Community Level Grievance Relations: Dispute Mediation and Resolution - Community

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 3 of 24



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Level Grievance Relations Management; Managing Organisational (Organizational) Quality and Resources Course; Newcomer in an Organisation: A Strategic Approach Course.

Other Areas are: Operationalising Strategic Employee Resourcing: Recruitment and Selection; Operations Management, Sourcing, Forecasting, Demand Planning and Inventory Management; Organisational (Organizational) Design, Development and Change: Conceptual, Contextual and Practical Explorations; Organisational (Organizational) Structure and Control Systems Course; Organisational Analysis and Management in the Construction Industry; Organisational Culture and Cross-Cultural Communication (6-Days) Course; Organisational Design, Performance Management and Modern Quality Systems; Organisational Development (OD) in Action: Improving Organisational (Organizational) Effectiveness Course; Organisational Development and Change Management: Conceptual, Contextual and Analytical Issues; Organisational Improvement: Revitalizing Organisations, Through Organisational (Organizational) Development and Change Course; Productivity Improvement: Employing Modern Productivity Enhancement Methods Course; Professional Business Administration: Business Administration Management for Professional Business Administrators; Small Business Start-Up, Expansion and Management; Social Security and National Insurance Management; Strategic Management and Strategic Cost Management Course; Strategic Management, Project Management, Organisational Analysis and Design Course; Strategic Management: Strategic Policy and Strategic Planning Processes; Strategic Planning and Organisational Development (OD) Course; Strategic Planning and Organisational Development; Women in Management Intensive Full-Time (3 Months) Programme; Business Administration; Business and Organisational Analysis Course; Conflict and Role Conflict Management in Organisations Course; Contract Management: Contextualising US Federal Acquisition Regulations (FAR) System; Creating Investment Projects in the Industrial Sector Course; Delegating for Role and Organisational Effectiveness; Enhancing Managerial Effectiveness Course; Executive Management; Hospitality and Hospitality Operations Management: An International Perspective; Fleet Management: Overseeing, Coordinating and Facilitating Transport and Transport Related Activities.



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Web-Based Seminars (Webinars), On-Line Conferences, On-Line Coaching and Appreciative Inquiry (AI) can also be facilitated in: Internal and External Organisational Analysis; Investor Relations Course; Key Success Factors (KSFs) and Key Performance Indicators (KPIs): Strategic Operational Survival Imperatives Course; Management Control Systems, Transfer Pricing and Multinational Operations (1) Seminar or Course; Managing Community Level Grievance Relations: Dispute Mediation and Resolution - Community Level Grievance Relations Management; Managing Organisational (Organizational) Quality and Resources Course; Newcomer in an Organisation: A Strategic Approach Course; Operationalising Strategic Employee Resourcing: Recruitment and Selection; Operations Management, Sourcing, Forecasting, Demand Planning and Inventory Management; Organisational (Organizational) Design, Development and Change: Conceptual, Contextual and Practical Explorations; Organisational (Organizational) Structure and Control Systems Course; Organisational Analysis and Management in the Construction Industry; Organisational Culture and Cross-Cultural Communication (6-Days) Course; Organisational Design, Performance Management and Modern Quality Systems; Organisational Development (OD) in Action: Improving Organisational (Organizational) Effectiveness Course; Organisational Development and Change Management: Conceptual, Contextual and Analytical Issues; Organisational Improvement: Revitalizing Organisations, Through Organisational (Organizational) Development and Change Course; Productivity Improvement: Employing Modern Productivity Enhancement Methods Course; Professional Business Administration: Business Administration Management for Professional Business Administrators; Small Business Start-Up, Expansion and Management; Social Security and National Insurance Management; Strategic Management and Strategic Cost Management Course; Strategic Management, Project Management, Organisational Analysis and Design Course; Strategic Management: Strategic Policy and Strategic Planning Processes; Strategic Planning and Organisational Development (OD) Course; Strategic Planning and Organisational Development; Women in Management Intensive Full-Time (3 Months) Programme; Accounting and Finance World Bank Compliant; Accounting for Spoilage, Rework and Scrap, with Balanced Scorecard; Advanced Financial Accounting For Non-Accountants; Advanced Islamic Banking and Finance; Escrow Account Management, Bank and Credit Account Management; Aviation (Air) Cargo - Freight Handling, Air Cargo, IATA, Freight Forwarding, Airline Cargo, Cargo

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 5 of 24



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Costs, Cargo Security; Aviation Maintenance Management - Aircraft Maintenance Management; Intercultural Business Communication: Effective International Business Communication; Communication Dynamics and Networking in Organisation Course; Advanced Business Communication Seminar or Course; Business Report Writing; Client Or Customer Care Course; Managerial Facilitation of Value-Added Customer Service Excellence; Marketing Dynamics: Effective Customer and Client-Driven Value, Orientation and Strategy Seminar; Corporate Governance and Strategic Management - incorporating Corporate Strategy.

They are also supported by: Corporate Governance, Financial Risk Management and Investor Relations; organisational Analysis, Corporate Governance, Management Functions, Crisis, Diversity and Agribusiness Management; Organisational Analysis, Corporate Governance, Management Functions, Crisis, Diversity and Agribusiness Management; Activity Based Costing, Cost Management, Master Budgeting and Responsibility Accounting; Advanced Budgeting For Business Enhancement; Bank Cost and Budgetary Control; Cost Allocation and Process Costing; Inventory Costing, Capacity Analysis and Determining Cost Behaviour; Advanced Engineering Drawing and Design; Advanced Engineering Management Course; Advanced Legal-Dynamic Metrology: NIST, NCWM, EURAMET, WELMEC, and NPL Compliant; Advanced Software Engineering; Advanced Value Engineering, Cost Effective Project Initiation Management and Delivery; Automotive Electrical and Electronics Engineering; CCTV Design and Installation, CCTV Surveillance, Enhanced Safety and Electronic Access Control Systems; Fibre Optic System Configuration and Cable Installation Seminar or Course; Heating Ventilation Air Conditioning and Refrigeration HVAC & R Engineering; Events Co-ordination; Events Finance and Management: Public, Private, Corporate and Mega Events; Events Marketing; Events Project, Human Resource and Operations Management; Professional Events Management; Professional Events Sponsorship; International and National Events Management Professional Events Facilitation, With Ultimate Success; Ensuring Worker's Safety in the Industrial Setting: Federal Regulation and Safety Standards; Health and Safety Management in Industrial and Commercial Sectors; Health and Safety Management in Industrial and Flammable Environments; Health and Safety Management in the Petroleum – Oil and Gas - Industry Course, Prioritising Workers' Health and Safety Interest

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 6 of 24



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while in the Workplace Seminar or Course; Quality Management for Healthcare Reform; Quality Management in Healthcare Course; Health Service Management and Administration, Neonatal Resuscitation Assessment Need Intervention Discontinuance Oxygen Before and After Birth Transition In Utero Perinatal; Human Resource Training and Development Management; Talent Management Course; Trainer Training: Training for Trainers Course; Training Expenditure or Investment?: Training Needs Analysis, Costing and Budgeting for Accelerated Rate of Return; Employee Resourcing and Worker Motivation Course.

Human Resource Administrative Support Course; Human Resource Competencies: HR Competency Model – HR Competency Framework for HR Professionals Seminar or Course; Human Resource Management (HRM) in the International Petroleum - Oil and Gas – Industry; Human Resource Management: A Comprehensive View Course; Legal Human Resource Support Seminar or Course; Managing Individuals and Groups In Organisations (Organizations) Course Performance Measurement, Compensation and Multinational Operations (2) Seminar or Course; Recruitment & Selection - Employee Resourcing: Recruitment & Selection Course; Personnel and Occupational Testing; Executive Leadership and Corporate Communication; Executive Leadership and High Performance Team Management Course; Executive Leadership and Public Relations Seminar or Course; Executive Leadership, Change Management and Worker Motivation Course; Team Leadership, Team Dynamics and Time Management: Enhancing Leadership Effectiveness for Improved Organisational Performance Course; Team Dynamics: Team Leadership Course; Advanced International Legal Studies; Anti-Dumping and Anti-Subsidy: Claims, Measures, Stance, Sunset Review and Suspension Course; Antitrust Practice Policy and Law: Creating International Competitive Advantage Course; Commercial Law; Criminal Law and Tort Law Course; Employment Law Course; Human Rights and International Humanitarian Law Seminar or Course; Import and Export Documents and Procedures: International Trade Standards and Regulations Compliant; Intellectual Property Law Course; International Dispute Resolution, Arbitration, and Mediation; Local, National and International Logistics; Logistics and Supply Chain Management; Maritime Logistics: Conceptual, Contextual and Practical Issues in Planning, Organising and Implementing; Six Sigma in Concept, Context and Practice: Six Sigma For Improved

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 7 of 24



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Efficiency, Quality and Effectiveness; Supply Chain Management: Strategy, Network and Marketing.

Warehouse Management, Material Handling, Storage and Logistics Operation Course; Warehousing, International Logistics, Inventory and Supply Chain Management Course; Business Administration; Business and Organisational Analysis Course; Conflict and Role Conflict Management in Organisations Course; Contract Management: Contextualising US Federal Acquisition Regulations (FAR) System; Creating Investment Projects in the Industrial Sector Course; Delegating for Role and Organisational Effectiveness; Enhancing Managerial Effectiveness Course; Executive Management; Hospitality and Hospitality Operations Management: An International Perspective; Fleet Management: Overseeing, Coordinating and Facilitating Transport and Transport Related Activities; Internal and External Organisational Analysis; Investor Relations Course; Key Success Factors (KSFs) and Key Performance Indicators (KPIs): Strategic Operational Survival Imperatives Course; Management Control Systems, Transfer Pricing and Multinational Operations (1) Seminar or Course; Managing Community Level Grievance Relations: Dispute Mediation and Resolution - Community Level Grievance Relations Management; Managing Organisational (Organizational) Quality and Resources Course; Newcomer in an Organisation: A Strategic Approach Course; Operationalising Strategic Employee Resourcing: Recruitment and Selection; Operations Management, Sourcing, Forecasting, Demand Planning and Inventory Management; Organisational (Organizational) Design, Development and Change: Conceptual, Contextual and Practical Explorations; Organisational (Organizational) Structure and Control Systems Course; Organisational Analysis and Management in the Construction Industry; Organisational Culture and Cross-Cultural Communication (6-Days) Course; Organisational Design, Performance Management and Modern Quality Systems; Organisational Development (OD) in Action: Improving Organisational (Organizational) Effectiveness Course; Organisational Development and Change Management: Conceptual, Contextual and Analytical Issues; Organisational Improvement: Revitalizing Organisations, Through Organisational (Organizational) Development and Change Course; Productivity Improvement: Employing Modern Productivity Enhancement Methods Course; Professional Business Administration: Business Administration Management for Professional Business Administrators.

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 8 of 24



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Small Business Start-Up, Expansion and Management; Social Security and National Insurance Management; Strategic Management and Strategic Cost Management Course; Strategic Management, Project Management, Organisational Analysis and Design Course; Strategic Management: Strategic Policy and Strategic Planning Processes; Strategic Planning and Organisational Development (OD) Course; Strategic Planning and Organisational Development; Women in Management Intensive Full-Time (3 Months) Programme; Business Administration; Business and Organisational Analysis Course; Conflict and Role Conflict Management in Organisations Course; Contract Management: Contextualising US Federal Acquisition Regulations (FAR) System; Creating Investment Projects in the Industrial Sector Course; Delegating for Role and Organisational Effectiveness; Enhancing Managerial Effectiveness Course; Executive Management; Hospitality and Hospitality Operations Management: An International Perspective; Fleet Management: Overseeing, Coordinating and Facilitating Transport and Transport Related Activities; Internal and External Organisational Analysis; Investor Relations Course; Key Success Factors (KSFs) and Key Performance Indicators (KPIs): Strategic Operational Survival Imperatives Course; Management Control Systems, Transfer Pricing and Multinational Operations (1) Seminar or Course; Managing Community Level Grievance Relations: Dispute Mediation and Resolution - Community Level Grievance Relations Management; Managing Organisational (Organizational) Quality and Resources Course; Newcomer in an Organisation: A Strategic Approach Course; Operationalising Strategic Employee Resourcing: Recruitment and Selection; Operations Management, Sourcing, Forecasting, Demand Planning and Inventory Management; Organisational (Organizational) Design, Development and Change: Conceptual, Contextual and Practical Explorations; Organisational (Organizational) Structure and Control Systems Course; Organisational Analysis and Management in the Construction Industry; Organisational Culture and Cross-Cultural Communication (6-Days) Course; Organisational Design, Performance Management and Modern Quality Systems; Organisational Development (OD) in Action: Improving Organisational (Organizational) Effectiveness Course; Organisational Development and Change Management: Conceptual, Contextual and Analytical Issues; Organisational Improvement: Revitalizing Organisations, Through Organisational (Organizational) Development and Change Course; Productivity

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 9 of 24



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Improvement: Employing Modern Productivity Enhancement Methods Course; Professional Business Administration: Business Administration Management for Professional Business Administrators; Small Business Start-Up, Expansion and Management; Social Security and National Insurance Management; Strategic Management and Strategic Cost Management Course; Strategic Management, Project Management, Organisational Analysis and Design Course; Strategic Management: Strategic Policy and Strategic Planning Processes; Strategic Planning and Organisational Development (OD) Course; Strategic Planning and Organisational Development; Women in Management Intensive Full-Time (3 Months) Programme; Dynamic Positioning Systems in the Offshore Oilfield and Marine Sectors; Marine Pollution in Context: Waste Management for Marine Maintenance and Repair Yards, Marine Pollution Prevention and Legalities; Maritime Deck Management: Piloting, Charting, Navigation and Global Maritime Distress and Safety System (GMDDS).

Others areas include: Advanced Oil Tanker Operations STCW 2011 Compliant - with Manila 201 Amendments – Course; Advanced Pipeline Engineering: Pipelines For Petroleum - Oil and Gas, Water, Solids, Onshore and Deepwater; Advanced Value Engineering for Petroleum – Oil and Gas – Engineers; Authorisation for Expenditure (AFE) Application in Exploration and Acquisition, Drilling Contract, Tangible Drilling, Production Costs and Drilling Operational Problems; Authorisation for Expenditure (AFE) Concepts, Contexts and Applications - Exploration and Acquisition, Drilling Contract, Tangible Drilling, Production Costs and Drilling Operational Problems - in Joint Operation Upstream International Petroleum - Oil and Gas – Accounting; Authorisation for Expenditure (AFE) in the Upstream International Petroleum - Oil and Gas - Production, Accounting, Joint Venture, Lease and Sales Contracts; Contextualising Authorisation for Expenditure (AFE) Process in Exploration and Acquisition, Drilling Contract, Tangible Drilling, Production Costs and Drilling Operational Problems - in Joint Operation Upstream International Petroleum - Oil and Gas – Accounting; Deepwater Drilling Operations and Well Control Seminar or Course; Drilling Operation: On-Shore and Deepwater Oil and Gas Drilling Operations, Incorporating Shale Gas Drilling; International Petroleum - Oil and Gas - Accounting, Taxation and Investments; International Petroleum – Oil and Gas - Exploration and Production (E & P) Companies; International Petroleum – Oil and Gas – Exploration

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 10 of 24



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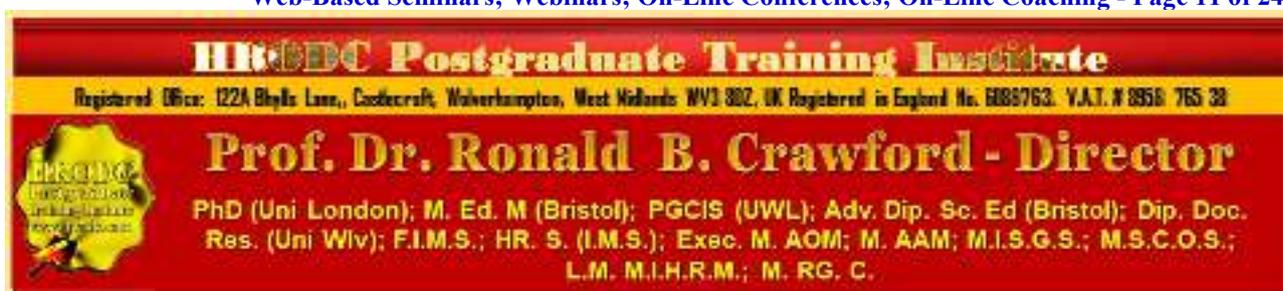
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and Production Contracts: Upstream Oil and Gas Agreements; International Petroleum - Oil and Gas - Investment: Joint Ventures, Mergers, Acquisitions, Strategic and Financial Asset Management; International Petroleum - Oil and Gas - Operation Joint Venture Accounting Course; International Petroleum – Oil and Gas – Operation, for Non-Technical Staff: Mineral Rights, Upstream Oil & Gas Mineral Lease Contracts, Exploration, Drilling, Production and Sale; International Petroleum - Oil and Gas - Terminal Services Management Course.

International Petroleum Oil and Gas Exploration Contract Module 1; Natural Gas Processing and Troubleshooting (2); Non Destructive Testing (NDT), Non Destructive Evaluation (NDE); Oil and Gas – Petroleum – Marketing Management; Oil and Gas – Refinery Engineering; Oil and Gas Drilling, Reservoir Engineering, Shale Gas Drilling and Advanced Business English Communication; Oil and Gas Operation for Non-Technical Staff – Incorporating Oil and Gas Safety Seminar or Course; Oil and Gas Prices and Forward Contracts: Understanding International Petroleum – Oil & Gas – Market Rates, Hedging and Risks; Petroleum - Oil and Gas - Engineering: Oil and Gas Operation, Pipeline Engineering. Non-Destructive Testing (NDT), Health, Safety, Project Management and Business Report Writing; Petroleum - Oil and Gas - Pipeline Engineering; Petroleum - Oil and Gas - Production Contracts; Petroleum - Oil and Gas - Production Systems Course; Petroleum - Oil and Gas - Production Systems, Oil and Gas Reservoir Engineering, Oil and Gas Well Testing and Health and Safety in Oil and Gas Industry; Petroleum - Oil and Gas - Reservoir Engineering Practice Course; Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health, Safety, Human Resource, Organisation and Project Management; Petroleum - Oil and Gas - Well Testing Course; Upstream Oil & Gas Accounting & Contracts: Oil & Gas Operation, Mineral Rights, Leases & Successful Efforts Accounting Course; Vibration Analysis and Non Destructive Testing (NDT), Non Destructive Evaluation (NDE), Petroleum - Oil and Gas - Pipelines Inspection, Bridges Inspection, Oil Gas Storage Tanks Testing, Rail NDE & NDT Inspection Testing, Acoustic Emission Testing (AE), Visual and Optical Testing.

Advanced Oil and Gas Accounting: International Petroleum Accounting – Bridging Course; Advanced Oil and Gas Accounting: International Petroleum Accounting (1) Course;

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 11 of 24



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Advanced Oil and Gas Accounting: International Petroleum Accounting (2) Course; Advanced Oil and Gas Accounting: International Petroleum Accounting (3) Course; Advanced Oil and Gas Accounting: International Petroleum Accounting; Advanced Oil and Gas Accounting: International Petroleum Accounting; Oil and Gas – Petroleum – Taxation; Analysis of the Political World: The Exercise of Political Power and Authority Within the Realm of Government Structures; Effective Political Systems for Good Governance Course; Political Processes: Public Policy Formulation and Administration; Politics Among States: The Struggle for Power and Peace; World Politics, Incorporating Political Theories, Beliefs and Actions Course; Advanced Procurement and Contract Management; Advanced Procurement Management - Advanced: Applications, Electronic System and Contract Management; Advanced Procurement Management - Advanced: For Competitive Advantage, incorporating Pertinent Internal Control Principles; Advanced Procurement Management and Advanced Supply Chain Management; Advanced Procurement Management Competitive Advantage, inc. Internal Control Principles; Effective Purchasing Operation: Purchasing Scope and Development, Purchasing, Supply Chain, Inventory, Lead-Time, Pricing and Sourcing Management; Procurement and Purchasing Management: Salient Processes Involving Strategy, Project, Logistics, Risk, Contract, Quality, Lead-Time, Supplier Relationship Management and Leadership; Procurement, Supply Chain and Logistics Management Course; Strategic Analysis, Strategic and Retail Procurement Management, Supply Chain and Risk Management: Towards an Efficient Consumer Response (ECR) Course.

Advanced Agricultural Project Management (1): Project Management and Time Management Issues – Setting the Stage for Agricultural Project Management; Advanced Agricultural Project Management (3): Team Leadership and Motivation in Agricultural Project Management; Advanced Agricultural Project Management (4): Agricultural Project Design, Data Elicitation, Interpretation and Financial Risk Management; Advanced Agricultural Project Management Course; Advanced Agricultural Project Management Module 2; Advanced Construction, Business, Project and Contract Management, and Advanced Value Engineering; Advanced Project Management; Advanced Value Engineering and Construction Project Management Course; Comprehensive Production and Operations Management Course; Cost, Project and Value Engineering for Effective

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 12 of 24



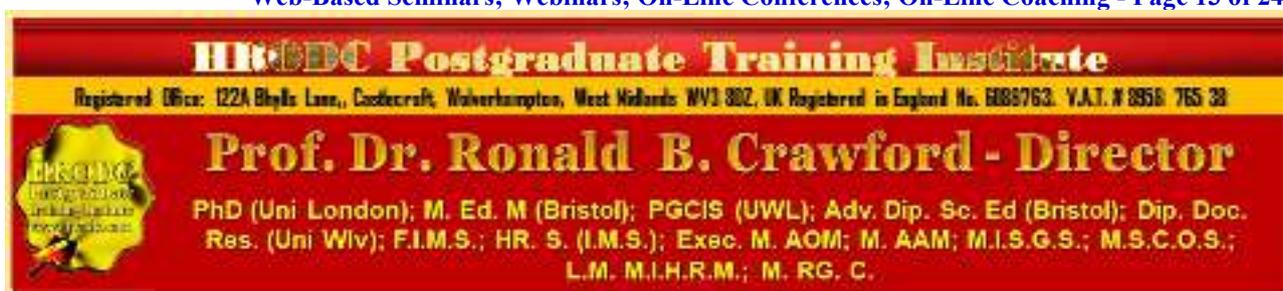
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Project Control; Effective Project Management: Employing HR, Cost, Quality, Procurement, Risk, & Time Management Strategies to Enhance Objectives; Effective Project Proposal Writing and Fund-Raising; Engineering and Construction Project Management Course; Project Management in Action: Managing World Bank Projects; Strategic Management and Project Management Course; National and International Economic Competitiveness: Towards Economic Growth and Sustainability; Public Relations in Principle and Practice Module 1; Public Relations in Principle and Practice Module 2; Public Relations in Principle and Practice Seminar or Course; Public Sector and Civil Service Reforms: An International Perspective Course; Public Sector and Civil Service Reforms: An International Perspective (1) Fundamental Public Sector and Civil Service Reforms Seminar or Course; Public Sector and Civil Service Reforms: An International Perspective (2) Overview of the Public Reform Sector in the EOCED and National Public Sector Reform Course; Public Sector and Civil Service Reforms: An International Perspective (3) Sectoral Case Study and Organisational Adaptations to Public Sector Reform Seminar or Course; Public Sector and Civil Service Reforms: An International Perspective (4) Civil Service Reforms: Towards a More Effective Public Institution and Efficient Economic Development.

Effective Quality Management in the Industrial Sector Course; ISO 9000 Quality Systems Course; Modern Quality Systems and ISO 9000 Course; Modern Quality Systems Course; Quality Assurance and Quality Control, Incorporating ISO 9000; Uncertainty of Measurement Expression of Uncertainty of Measurement ISO; Utilising ISO 9000 in Healthcare for Quality Systems, Performance Improvement, Clinical Integration and Accreditation; Comprehensive Real Estate Management; Conveyancing and Property Valuation - Property Sales, Property Auction, Conveyancers, Open House, Title Deeds, Title Plan, Surveys, Fee Interest, Title Abstractors Course; Legal Parameter of Real Estate Management Course; Mortgage Strategy in Real Estate Management: Mortgage Repayment Decision; Real Estate Management and Pertinent Financial Issues Course; Real Estate Management, Conveyancing and Pertinent Financial Issues; Real Estate Managing Agency Course; Real Estate Sales and Marketing Seminar; Business Research Writing; Business Technical Report Writing; Communication, Information Gathering, Analysis and Report Writing; English Grammar, Business English Communication, Business Technical Report Writing, Research Methodology, and Multimedia Presentation;

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 13 of 24



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Banking Operation, Risk Management and Control Seminar or Course; Enterprise Risk Management ERM Course; Enterprise Risk Management, Modern Quality Systems; Event Risk Management and Safety Course; Financial Risk Management (2): Financial Risk Microeconomics, Macroeconomics and the Credit Crunch; Financial Risk Management Seminar or Course; Financial Risk Management, Micro and Macro Economic Factors, Global Financial Markets, Banks Liquidity Risk and Financial Market Control Mechanism; Information, Risk, Security and Crisis Management Course; Safety Precautions and Emergency Incident Risk Management seminar or Course.

Global Marketing: Local, National and International Marketing, Strategic Plan and Implementation; International Trade Promotion and Marketing Course; Marketing and Public Relations in Educational Settings; Sales and Marketing Management Seminar or Course; World Trade Organisation, Anti-Dumping, Anti-Subsidy, Sustainability and Environmental Management, Development Economics, and Agricultural Project Management; Advanced Database Management Systems (DBMSs) Relational Database Model and Languages, Database Analysis and Design Database Methodology Selected Database Issues Distributed Database Management Systems (DBMSs) and Replication Object Database Management Systems (DBMSs) Web and DBMSs Business Intelligence Technologies; Advanced Request for Proposal in the Information and Communications Technology Industry; Advanced Very Small Aperture Terminal (VSAT) Communications; Communications, Information Management and Project Management Seminar or Course; Mobile Communications Networks Infrastructure Security Operation Course; Satellite Network Design and Security; Effective Time Management Course; Time Management and Client or Customer Care Seminar or Course; Time Management for Event Planners Course; International Relations: International Organisations, Protocol and Conflict Resolution; Protocol, Travel, Event, Tourism and Hospitality Management; Strategic Public Relations and Travel and Protocol Management; Tourism and International Relations (1): International Organisations Course; Tourism and International Relations (2); Tourism and International Relations (3): Globalisation and World Trade Course; Travel and Protocol Management and Management Skills; Travel and Protocol Management Course; Travel, Protocol Management and International Relations Seminar or Course, among others.



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While Web-Based Seminars (Webinars), On-Line Conferences, On-Line Coaching, and Appreciative Inquiry (AI) can be facilitated have no geographic or geopolitical boundaries, it is important to observe that the following cities and countries are among those that are incorporated: Afghanistan, Kabul, Albania, Tirane, Algeria, Algiers, Andorra, Andorra la Vella, Angola, Luanda, Antigua and Barbuda, Saint John's, Argentina,, Buenos Aires, Armenia, Yerevan, Australia, Canberra, Austria, Vienna, Azerbaijan, Baku, The Bahamas, Nassau, Bahrain, Manama, Bangladesh, Dhaka, Barbados, Bridgetown, Belarus, Minsk, Belgium, Brussels, Belize, Belmopan, Benin, Porto,Novo, Bhutan, Thimphu, Bolivia, La Paz (administrative) Sucre (judicial), Bosnia and Herzegovina, Sarajevo, Botswana, Gaborone, Brazil, Brasilia, Brunei, Bandar Seri Begawan, Bulgaria, Sofia, Burkina Faso, Ouagadougou, Burundi, Bujumbura, Cambodia, Phnom Penh, Cameroon, Yaounde, Canada, Ottawa, Cape Verde, Praia, Central African Republic, Bangui, Chad, N'Djamena, Chile, Santiago, China, Beijing, Colombia, Bogota, Comoros, Moroni Congo, Republic of the, Brazzaville, Congo, Democratic Republic of the, Kinshasa, Costa Rica, San Jose, Cote d'Ivoire, Yamoussoukro (official) Abidjan (de facto), Croatia, Zagreb, Cuba, Havana, Cyprus, Nicosia, Czech Republic, Prague, Denmark, Copenhagen, Djibouti, Djibouti, Dominica, Roseau, Dominican Republic, Santo Domingo, East Timor, Dili, Ecuador, Quito, Egypt, Cairo, El Salvador, San Salvador, Equatorial Guinea, Malabo, Eritrea, Asmara, Estonia, Tallinn, Ethiopia, Addis Ababa, Fiji, Suva, Finland, Helsinki, France, Paris, Gabon, Libreville, The Gambia, Banjul, Georgia, Tbilisi, Germany, Berlin, Ghana, Accra, Greece, Athens, Grenada, Saint George's, Guatemala, Guatemala City, Guinea, Conakry, Guinea Bissau, Bissau, Guyana, Georgetown, Haiti, Port,au,Prince, Honduras, Tegucigalpa, Hungary, Budapest, Iceland, Reykjavik, India, New Delhi, Indonesia, Jakarta, Iran, Tehran, Iraq, Baghdad, Ireland, Dublin, Israel, Jerusalem, Italy, Rome, Jamaica, Kingston, Japan, Tokyo, Jordan, Amman, Kazakhstan, Astana, Kenya, Nairobi, Kiribati, Tarawa, Korea, North, Pyongyang, Korea, South, Seoul, Kuwait, Kuwait City, Kyrgyzstan, Bishkek, Laos, Vientiane, Latvia, Riga, Lebanon, Beirut, Lesotho, Maseru, Liberia, Monrovia, Libya, Tripoli, Liechtenstein, Vaduz, Lithuania, Vilnius, Luxembourg, Luxembourg, Macedonia, Skopje, Madagascar, Antananarivo, Malawi, Lilongwe, Malaysia, Kuala Lumpur, Maldives, Male, Mali, Bamako, Malta, Valletta, Marshall Islands, Majuro, Mauritania, Nouakchott, Mauritius, Port Louis, Mexico, Mexico City, Federated States of Micronesia, Palikir, Moldova, Chisinau, Monaco, Monaco, Mongolia, Ulaanbaatar, Montenegro, Podgorica, Morocco,

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 15 of 24



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Rabat, Mozambique, Maputo, Myanmar (Burma), Rangoon but moving to Pyinmana, Namibia, Windhoek, Nauru, no official capital, government offices in Yaren District, Nepal, Kathmandu, Netherlands, Amsterdam, New Zealand, Wellington, Nicaragua, Managua, Niger, Niamey, Nigeria, Abuja, Norway, Oslo, Oman, Muscat, Pakistan, Islamabad, Palau, Koror, Panama, Panama City, Papua New Guinea, Port Moresby, Paraguay, Asuncion, Peru, Lima, Philippines, Manila, Poland, Warsaw, Portugal, Lisbon, Qatar, Doha, Romania, Bucharest, Russia, Moscow, Rwanda, Kigali, Saint Kitts and Nevis, Basseterre, Saint Lucia, Castries, Saint Vincent and the Grenadines, Kingstown, Samoa, Apia, San Marino, San Marino, Sao Tome and Principe, Sao Tome, Saudi Arabia, Riyadh, Senegal, Dakar, Serbia, Belgrade, Seychelles, Victoria, Sierra Leone, Freetown, Singapore, Singapore, Slovakia, Bratislava, Slovenia, Ljubljana, Solomon Islands, Honiara, Somalia, Mogadishu, South Africa, Pretoria (administrative) Cape Town (legislative) Bloemfontein (judiciary), Spain, Madrid, Sri Lanka, Colombo, Sudan, Khartoum, Suriname, Paramaribo, Swaziland, Mbabana, Sweden, Stockholm, Switzerland, Bern, Syria, Damascus, Tajikistan, Dushanbe, Tanzania, Dar es salaam, Thailand, Bangkok, Togo, Lome, Tonga, Nuku'alofa, Trinidad and Tobago, Port,of,Spain, Tunisia, Tunis, Turkey, Ankara, Turkmenistan, Ashgabat, Tuvalu, Funafuti, Uganda, Kampala, Ukraine, Kyiv, United Arab Emirates, Abu Dhabi, United Kingdom, London, United States, Washington D.C, Uruguay, Montevideo, Uzbekistan, Tashkent, Vanuatu, Port, Vila, Vatican City (Holy See), Vatican City, Venezuela, Caracas, Vietnam, Hanoi, Yemen, Sanaa, Zambia, Lusaka, Zimbabwe, Harare

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

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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,



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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;

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 18 of 24



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- 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

Web-Based Seminars; Webinars; On-Line Conferences; On-Line Coaching - Page 19 of 24

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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



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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)

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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	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)
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;**

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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.



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