

 **HRODC Postgraduate Training Institute, A Postgraduate-Only Institution, Verified by, & Registered With, UK's Department for Education.**

#018. Module 5

Advanced Staff Onboarding: Enhancing Commitment, Productivity, and Organisational Effectiveness, Postgraduate Course.

Leading To:

Diploma – Postgraduate – in Advanced Staff Onboarding, and Executive Management, Module 5, 36 Credit-Hours.

Accumulating to a Postgraduate Certificate, with 144 additional Credit-Hours, and a

Postgraduate Diploma, with 324 additional Credit-Hours.

Dip - PG - in Advanced Staff Onboarding, & Executive Management M5. Page 1 of 20



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HQ: 122A Bhylls Lane, Wolverhampton, West Midlands, UK.
Primary Website: <https://www.hrodc.com>.
Prof. Dr. R. B. Crawford, Director.

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Prof. Dr. R. B. Crawford - Director
PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.



Featured PG Dip; PG Cert; Dip PG.
Click For Details!

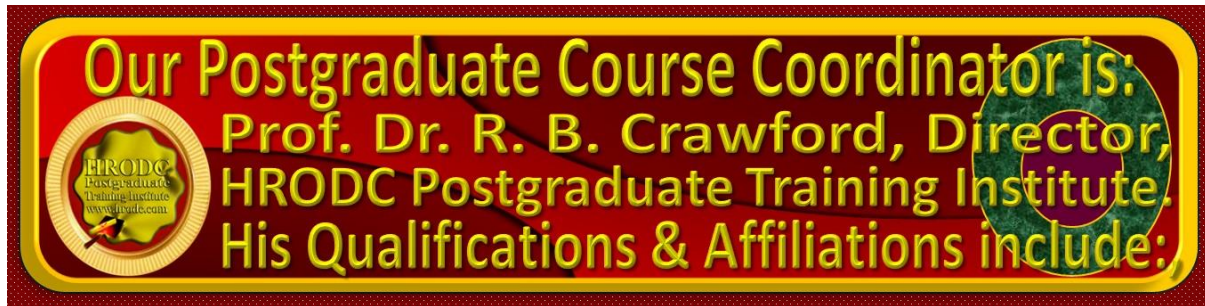


General Diploma: Access To Postgraduate.
Click For Details!

Dip - PG - in Advanced Staff Onboarding, & Executive Management M6. Page 2 of 20



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- 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



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- 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.

He was formerly an Expatriate at:

- Ministry of Education, Sokoto, Nigeria;
- Ministry of Science and Technical Education, Sokoto, Nigeria;
- University of Sokoto, Nigeria;
- College of Education, Sokoto, Nigeria; and

Former Editor-In-Chief of 'Sokoto Journal of Education'.





- Business Angels;
- Management Trainees;
- Management Aspirants;
- Senior Human Resource Management (HRM) Officers;
- Human Resource Development (HRD) Practitioners;
- Retention Officers;
- Recruitment and Selection Officers;
- Induction Managers;
- Role Enhancement Officials;
- External Organisational Development Consultants;
- Internal Organisational Development Consultants;
- Senior Project Managers;
- Internal Change Managers;
- External Change Managers;
- Senior Resource Managers;
- Chief Executives;
- Company Secretaries;
- Departmental Heads;
- Divisional Heads;
- Executive Directors;
- General Managers;
- Managing Directors;
- Senior Secretaries;
- Vice Presidents;
- Board of Directors;
- Chief Executive Officers (CEOs);
- Chief Executives;

Dip - PG - in Advanced Staff Onboarding, & Executive Management M6. Page 5 of 20



- Chief Financial Officers (CFOs);
- Chief Secretaries;
- Company Secretaries;
- Corporate Managers;
- Divisional Heads;
- Entrepreneurs;
- Executive Directors;
- Executive Vice Presidents;
- Human Resource Managers;
- Human Resource Directors;
- Management Graduates;
- Management Lecturers;
- Managing Directors;
- Middle Managers;
- Non-Executive Directors;
- Organisational Development Practitioners;
- Organisational Resource Directors;
- Senior Managers;
- Senior Project Managers;
- Senior Resource Managers;
- Supervisors;
- University Vice Chancellors;
- Venture Capitalists;
- Individuals with a genuine interest in Issues associated with Onboarding and Organisational Effectiveness.



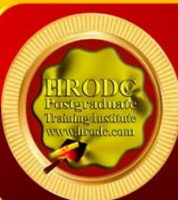
6-Day Course Duration & Cost:

- * In-Venues Duration: 6 Days;
- * Online Duration: 12 Days (3 Hrs. Per Day).
- * In-Venues Cost: £6,000.00 Per Delegate;
- * Online Cost: £4,020.00 Per Delegate;
- * Group Cost: Varies with its Size.



In-Venues Cost Includes:

- Snacks on Event Days;
- Lunch on Event Days;
- City Tour;
- Stationery;
- On-site Internet Access;
- Postgraduate Diploma; Postgraduate Certificate; Diploma – Postgraduate; or
- Certificate of Attendance and Participation – if unsuccessful on resit.



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- Leather Conference Folder;
- Leather Conference Ring Binder/ Writing Pad;
- Key Ring/ Chain;
- Leather Conference (Computer – Phone) Bag – Black or Brown;
- 8-16 GB USB Flash Memory Drive, with Course Material;
- Branded Metal Pen;
- Branded Polo Shirt.; &
- Branded Carrier Bag.

A banner with a red background and yellow border. On the left is the HRODC logo. The text reads: "Daily Schedule: 09:00 To 16:30 But may Vary, with Location." Below this, it says: "Our Scheduled Delivery Locations Include:" followed by a list of locations: "* Amsterdam, Netherlands; * Brussels, Belgium; * Central London, UK; * Dubai, United Arab Emirates (UAE); * Kuala Lumpur, Malaysia; & * Paris, France." At the bottom, it says: "Other Locations, & Inhouse, on Request." On the right side, there are two circular decorative elements, one green and one purple.

A banner with a red background and yellow border. On the left is the HRODC logo. The text reads: "HRODC Postgraduate Training Institute, A Postgraduate-only Institution. HQ: 122A Bhylls Lane, Wolverhampton, West Midlands, UK. Primary Website: <https://www.hrodc.com>. Prof. Dr. R. B. Crawford, Director." On the right side, there are two circular decorative elements, one green and one purple.



**Advanced Staff Onboarding:
Enhancing Commitment, Productivity, &
Organisational Effectiveness,
Postgraduate Course.**

**Leading to:
Diploma – Postgraduate - in:
Advanced Staff Onboarding, &
Executive Management, Module 5, 36 Credit-Hours.**

**Accumulating to a Postgraduate Certificate,
with 144 additional Credit-Hours, and a
Postgraduate Diploma, with 324 additional Credit-Hours.**



**Postgraduate Course
Objectives.**

- Demonstrate an understanding of the problems with which a New Staff to an organisation has to contend;
- Demonstrate how to conduct an exit interview;
- Demonstrate their ability to structure an induction programme;
- Demonstrate their understanding of the confidentiality and trust that must be upheld in mentoring, if the system is to work successfully;
- Determine local Intellectual Property Law;
- Determine the point at which induction begins;
- Determine the type and level of training that a mentor or a potential mentor needs.
- Determine who owns the Intellectual Property Rights in varying scenarios;



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- Devise an appropriate mentoring and coaching system to facilitate the learning and development of the New Staff;
- Devise an effective mentoring and coaching strategy;
- Devise an effective mentoring and coaching strategy;
- Effectively apply Intellectual Property Rights Conventions to their organisation's benefits;
- Empathise the difficulty that a New Staff will have learning, as a result of information overload;
- Identify the special problems that are associated with a New Staff's disorientation;
- Illustrate their conversance with geographical displacement that a New Staff is likely to experience;
- Indicate their subscription to the need to phase and contextualise information dissemination to a New Staff;
- Ensure that Intellectual Property is protected, at every level of the employee's involvement;
- Identify Special Problems associated with a New Staff's disorientation;
- Stage probationary evaluation and systematic feedback;
- Suggest the geographical displacement that a newcomer is likely to experience;
- Exhibit an understanding of the difficulty that a newcomer will have learning, because of information overload;
- Demonstrate an understanding of the need to phase and contextualise information dissemination to a staff;
- Indicate that they understand the problems that a new staff face in an organisation;
- Use the Mentoring System as a Professional Development Tool, and an Organisational Improvement Strategy;
- Identify some of the contextual issues that are associated with New Staff Onboarding;
- Conceptualise Onboarding, exploring the different definitions and approaches;
- Outline the Strategic Significance of Staff Onboarding to an organisation's Effectiveness;



- Argue, successfully, the similarities and or differences between Onboarding and Orientation;
- Present a Comparative Analysis of at least two Onboarding Models;
- Outline some Onboarding Challenges that an organisation faces;
- Demonstrate an understanding of the Psychological Contracts, with particular reference to the Onboarding Process;
- Demonstrate an understanding of the Cultural Gap that may exist between the New Staff and the Organisation, and how it might be addressed;
- Outline the value of Continuous Learning and Development to the enhancement of Employee Engagement, Retention and Productivity;
- Explain the Importance of the Maintenance of Employee Identity and Authenticity, during the Onboarding Process;
- Address Ethical Dilemmas and between the organisation and its New Staff and how they will ensure their Fair Treatment During the Onboarding Process;
- Outline the measures they will take to avert Information Overload among New Staff
- Suggest how they will ensure Manager and Colleague Participation in New Staff Onboarding;
- Suggest some Industry Trends and Best Practices In Staff Onboarding;
- Suggest the how Technology might enhance the effectiveness of the Onboarding Process;
- Suggest how they will address Legal and Regulatory Issues associated with Onboarding;
- Demonstrate their familiarity with a Human Resource Information Systems (HRIS), outline its function in the Onboarding Process;
- Demonstrate their ability to use Learning Management Systems (LMS), suggesting how it might be utilised in Onboarding;
- Exhibit their awareness of Legal and Regulatory Considerations that are at the forefront of the Onboarding Process.





Postgraduate Course Contents, Concepts, and Issues.

Dip. Postgraduate Course Outline.
While, so far, we have Provided Pertinent **Information, Incorporating:** Learning Objectives, Duration, Cost, Target Audience, & Coordinator.
We have withheld Details of: Course Contents, Concepts, & Issues.
Delegates will receive the Specifics in attendance, **At our International Locations, & Online.**



Part 1. Conceptual, and Contextual, Issues Associated With New Staff Onboarding.

Part 2. Pre-Onboarding: Maintaining Interest and Developing Commitment.

Part 3. Conducting Staff Onboarding Orientation.

Part 4. Onboard Staff Resourcing: Tools, Information, and Support.



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Part 5. Onboard Mentoring: Providing Friendly Guidance and Encouragement.

Part 6. Onboard Training and Development.

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*A Postgraduate-Only Institution.***

**Regulation For The Awards of:
Postgraduate Diploma;
Postgraduate Certificate; &
Diploma – Postgraduate.**



**Diploma – Postgraduate; Postgraduate Certificate; &
Postgraduate Diploma Awards.**

Postgraduate Short Courses are of a minimum of five days' In-Venues (10 days' Online) but less than 6 weeks' In-Venues (less than 10 weeks' Online) 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 or



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accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Venues (10- and 20-weeks' Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive In-Venues Study, or 10 Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-Venues or 20 weeks. They might also be taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. [Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes](#)



Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both In-Venues and Online Deliveries. Each Five-Day In-Venues, or a Ten-Day Online (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day In-Venues (12-day Online) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89



Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:
4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading '**Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles**'.



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 appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

Admission and Enrolment Procedure

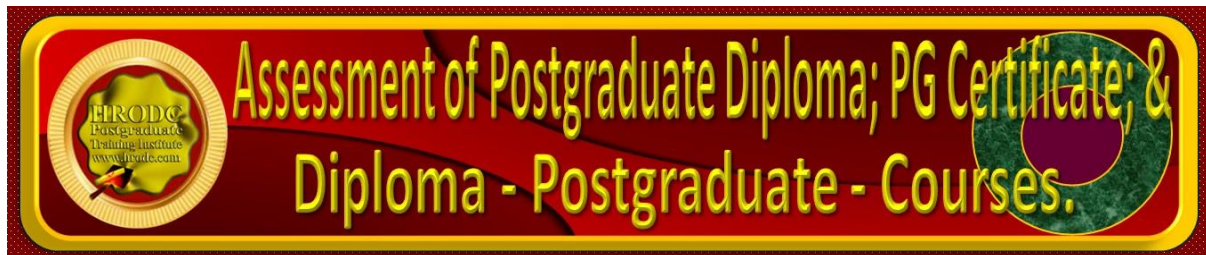
- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
 - Venue Name, Location, with specific address;
 - Details of Airport Transfer, where appropriate;
 - Start date and time;
 - Registration details;
 - Daily Schedule;
 - Local Transportation Details;

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- Residential Accommodation Details;
- Leisure and Shopping Facilities, in the area;
- General Security Information; among others.



Because of the intensive nature of our Courses and Programmes, for In-Venues, and Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- 'Out-of-Class Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. 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.



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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.



You might study a Postgraduate Diploma, or Postgraduate Certificate, in 20 or 10 weeks, respectively, in the comfort of your offices or homes, through our Postgraduate Training Institute's Online Delivery Mechanism. We are committed to your achieving the 360 or 180 Credit-Hours, respectively, in line with our **Regulation**, within the stipulated timeframe. The direct "Student-Lecturer-Contact-Times" of 3 hours per day, 6 days per week will ensure that these requirements are met. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.





[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.

