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

#018. Module 6

Advanced Trainer-Training, For Lecturers, Leaders, Managers, Corporate Trainers, and Consultants, Postgraduate Course.

Leading To:

Diploma – Postgraduate – in

Advanced Trainer-Training, Double-Credit, and Executive Management, Module 6, 72 Credit-Hours.

Accumulating to a Postgraduate Certificate, with 108 additional Credit-Hours, and a Postgraduate Diploma, with 288 additional Credit-Hours.

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Our Postgraduate Course Coordinator is: Prof. Dr. R. B. Crawford, Director, HRODC Postgraduate Training Institute. His Qualifications & Affiliations include:

- 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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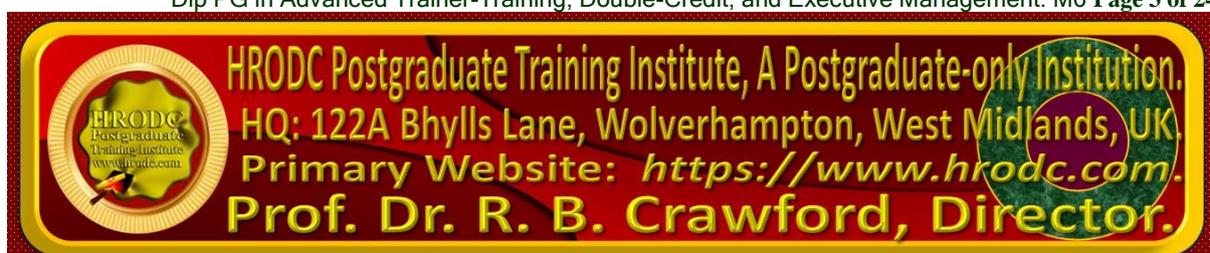
- Critical Management Studies.

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'.

For Whom This PG Course is Designed! This PG Course is Designed For:
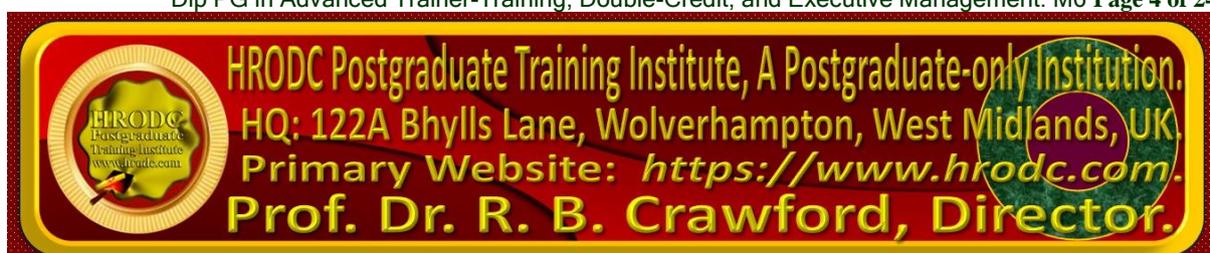
- ➢ Academic and Administrative Support Personnel;

- ➢ Board of Directors;

- ➢ Business Angels;

- ➢ Chief Executive Officers (CEOs);

- ➢ Chief Executives;

- ➢ Chief Financial Officers (CFOs);

- ➢ Chief Secretaries;

- ➢ Company Secretaries;

- ➢ Computer and Information Systems Managers;

- ➢ Consultants;

- ➢ Consultants;

- ➢ Corporate Executives**;**

- ➢ Corporate Managers;

- ➢ Corporate Trainer;

- ➢ Data Encoders;

- ➢ Data Entry Operators;

- ➢ Departmental Heads;

- ➢ Development Training Coordinators;

- ➢ Divisional Heads;

- ➢ Divisional Heads;

- ➢ Entrepreneurs;

- ➢ Executive Directors;

- ➢ Executive Vice Presidents;

- ➢ External Change Managers;

- ➢ External Organisational Development Consultants;

- ➢ Front-end Web Developers;

- ➢ General Educators;

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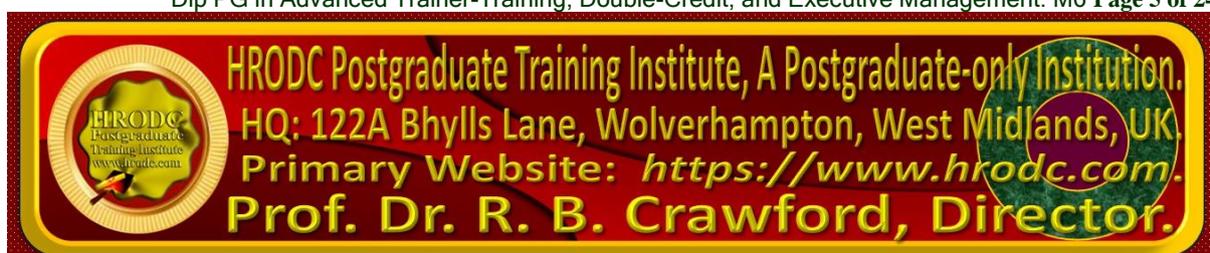
- General Managers;

- Higher Education Lecturers;

- Further Education Lecturers;

- HR Administrative Support;

- Human Resource Development (HRD) Practitioners;

- Human Resource Directors;

- Human Resource Managers;

- Human Resource Personnel;

- ICT Specialists;

- Induction Managers;

- Information Technology Directors;

- Information Technology Managers;

- Internal Change Managers;

- Internal Organisational Development Consultants;

- Lead Employees who need to excel at designing, developing and delivering successful Training Programmes;

- Learning and Development Facilitators;

- Lecturers, Generally;

- Management Aspirants;

- Management Graduates;

- Management Information Systems Directors;

- Management Lecturers;

- Management Trainees;

- Managers;

- Managing Directors;

- Media Distributor;

- Middle Managers;

- Movie and TV Directors;

- Movie Editor;

- Non-Executive Directors;

- Organisational Development Practitioners;

- Organisational Resource Directors;
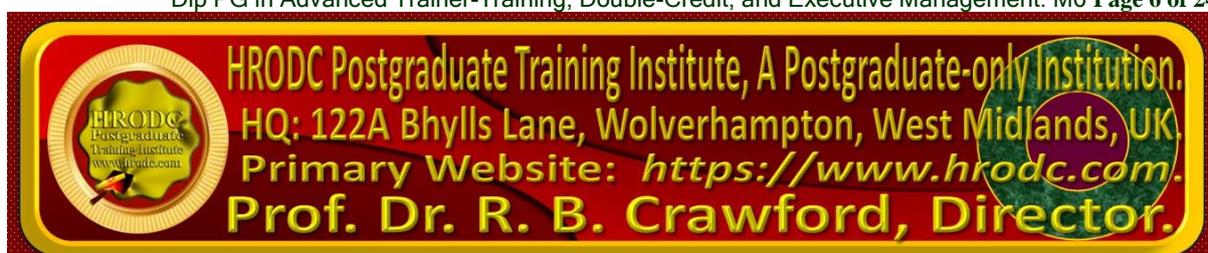
➤ Photographers;

➤ Production Managers;

➤ Professional Development Managers;

➤ Professional Trainers;

➤ Programmer Analysts;

➤ Recruitment and Selection Officers;

➤ Researchers;

➤ Retention Officers;

➤ Role Enhancement Officials;

➤ Scriptwriters;

➤ Security Specialists;

➤ Senior Human Resource Management (HRM) Officers;

➤ Senior Managers;

➤ Senior Project Managers;

➤ Senior Resource Managers;

➤ Senior Secretaries;

➤ Senior Security Specialists;

➤ Software Engineers;

➤ Software Quality Assurance Analysts;

➤ Specialist, Professional Learning;

➤ Supervisors;

➤ Support Specialists;

➤ System Administrators;

➤ Systems Analysts;

➤ Systems Architects;

➤ Systems Software Engineers;

➤ Team Leaders;

➤ Technical Specialists;

➤ Telecommunications Specialists;

➤ Training and Quality Assurance Coordinators;

➤ Training Managers;

➤ Training Specialist;
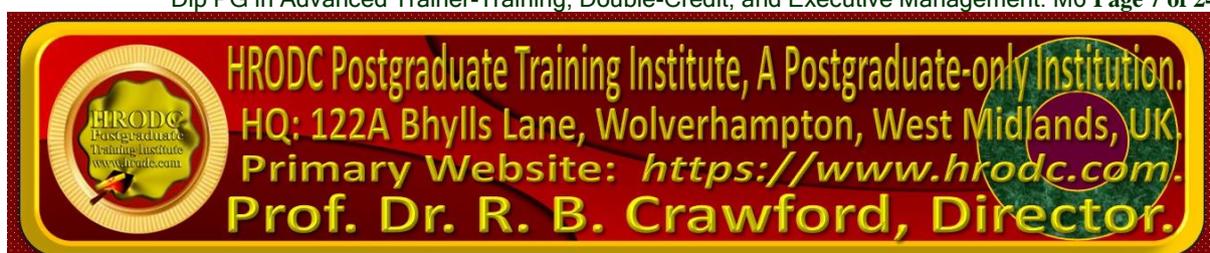
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➢ University Vice Chancellors;

➢ Vice Presidents;

➢ All others desirous of gaining the needed expertise in Training and Development.

12-Day Course Duration & Cost:

* In-Venues Duration: 12 Days;
* Online Duration: 24 Days (3 Hrs. Per Day).
* In-Venues Cost: £12,000.00 Per Delegate;
* Online Cost: £8,040.00 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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Students & Delegates are Treated To A Selection of Our Branded Complimentary Products, Including:

- ➢ 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.

Daily Schedule: 09:00 To 16:30 But may Vary, with Location.

Our Scheduled Delivery Locations Include:
*Amsterdam, Netherlands;
*Brussels, Belgium;
*Central London, UK;
* Dubai, United Arab Emirates (UAE);
* Kuala Lumpur, Malaysia; &
*Paris, France.
Other Locations, & Inhouse, on Request.

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

➢ Demonstrate their understanding of the theories of learning and memory, crucial to the development and implementation of training programmes;

➢ Demonstrate their awareness of the "Taxonomy of Educational Objectives" and translate them into individual capability and achievements;

➢ Determine the most appropriate way to organise training and development courses;

➢ Exhibit their ability to equip a Training Room for maximum effectiveness, within organisational budget and other constraints;

➢ Design courses that account for individual training needs and learning curve;

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➢ Design learning objectives, mindful of what can be realistically achieved - in terms of the experience and motivation of delegates;

➢ Design learning experiences that will ensure that learning;

➢ Meet the objectives - taking account of relevant factors associated with established principles of learning;

➢ Design appropriate delegate activities relevant to the stated learning objectives;

➢ Demonstrate their ability to prepare for and make effective Audio-Visual Presentations;

➢ Demonstrate their ability to conduct individual, team and organisational training needs analysis;

➢ Design evaluation questionnaires for individual courses, training programmes, and presenters;

➢ Design Behavioural Objectives, based on the depth and breadth of the contents, concepts, and issues to be addressed;

➢ Determine when training intervention is necessary;

➢ Link organisational and subsystem Business Strategy to Training and Development Strategy;

➢ Position the training department within organisational corporate structure;

➢ Design appropriate in-course evaluation;

➢ Design appropriate assessments and assessment strategy of award-bearing components of training programmes;

➢ Effectively structure training courses to incorporate formal presentations, delegate activities and evaluation;

➢ Incorporate appropriate 'Icebreaker' and 'Closure' activities that will enhance the effectiveness of individual training courses;

➢ Demonstrate exceptional leadership in the management of the learning environment

➢ Effectively manage commissioning relationships;

➢ Effectively manage a training department.

➢ Demonstrate a high level of competence in using Microsoft PowerPoint;

➢ Demonstrate familiarity with the PowerPoint interface;

➢ Open new and existing presentations;

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➢ Create and utilise a master slide;

➢ Distinguish between the various PowerPoint views;

➢ Rearrange slides in the slide sorter view;

➢ View a slideshow on full screen;

➢ Navigate through a presentation;

➢ Add text to slides;

➢ Change the background colour of slides;

➢ Add and delete slides;

➢ Change the slide layout;

➢ Insert Images in Microsoft PowerPoint Presentations;

➢ Add animation to a slide, in Microsoft PowerPoint Presentations;

➢ Add transitions to a slide, in Microsoft PowerPoint Presentations;

➢ Insert hyperlinks, in Microsoft PowerPoint Presentations;

➢ Use action buttons, in Microsoft PowerPoint Presentations;

➢ Use the various print options, in Microsoft PowerPoint;

➢ Hide slides in a presentation, in Microsoft PowerPoint;

➢ End with a blank slide, in Microsoft PowerPoint;

➢ View in kiosk mode, in Microsoft PowerPoint;

➢ Loop a slideshow, in Microsoft PowerPoint;

➢ Select the appropriate background design of a presentation, in Microsoft PowerPoint;

➢ Use effective and relevant images, animations, and transitions in a presentation, in Microsoft PowerPoint;

➢ Create PowerPoint Scripts that portray the information that they intend to disseminate;

➢ Transform PowerPoint Scripts into appealing PowerPoint Presentations;

➢ Stipulate the positive and negative factors affecting Learning;

➢ Identify the issues that affect Memory, negatively and positively;

➢ Correctly suggest at least 2 factors that have a positive effect on learning and knowledge retention;

➢ Outline the bases of Learning Theories;

➢ Provide at least two examples of Learning Theories;

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➢ Explain and exemplify Classical Conditioning;

➢ Provide an explanation, with example, of Operant Conditioning;

➢ Explain Instrumental Conditioning, in a simple but effective manner;

➢ Suggest the importance of Reinforcement, to the Learning Process;

➢ Name some factors necessary for Skill Acquisition;

➢ Explain the concept of Inductive Learning;

➢ Defend the importance of Learning Theories to organisational settings;

➢ Define Learning, establishing its varied contexts;

➢ Outline some factors that might affect learning in an organisational setting;

➢ Define and explain the 'Learning Curve':

➢ Outline the factors that are likely to affect an Individual's Learning Progress;

➢ Provide an accurate explanation of Aptitude, Treatment Intervention (ATI):

➢ Define and explain the issue of Aptitude;

➢ Provide the two prevailing views of Views of ATI:

➢ Explain and exemplify Reinforcement Theory;

➢ Enumerate the 'Levels of Learning' proposed by at least two theorists.

➢ Enumerate the relationship between Learning & Worker Motivation;

➢ Enumerate at least three types of Training Interventions;

➢ Discuss the relationship between Training Policy and Organisational or Subsystem Strategy;

➢ Explain the Micro Organisational Development Approach to Training and Development;

➢ Provide some guidance regarding the maintenance of an effective Training and Development Strategy, amidst the organisation's limited and dwindling resources;

➢ Address the issue of 'Education & Training for Personal Development';

➢ Establish positive arguments with respect to the Contribution that Training and Development play in an organisation's Competitive Advantage or Improved Organisational Functioning.
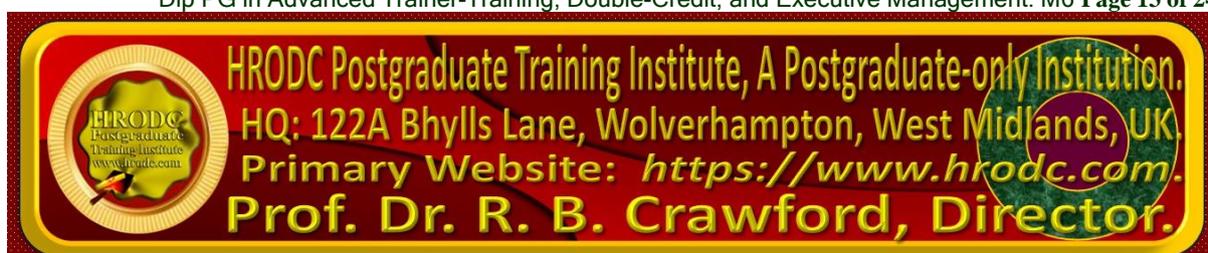
Postgraduate Course Contents, Concepts, and Issues.

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. Learning, Memory, and Retention: Positive and Negative Factors.

Part 2. Learning Theories and Their Organisational Applications.

Part 3. Types of Training Interventions.

Part 4. Training Policy and Strategy: Micro Organisational or Macro Organisational Approaches To Employee Training and Develompent.

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Part 5. Enhancing The Role of The Corporate Trainer, As an Internal Consultant and Organisational Development Specialist.

Part 6. Establishing and Defining Learning Objectives.

Part 7. Contextualising Audio-Visual Presentations

Part 8 Perfecting Audio-Visual Presentation: The Back-Office Work.

Part 9. Information Sequencing For Effective Learning and Reinforcement.

Part 10. Other Important Issues in Creating an Effective Audio-Visual Presentation.

Part 11. Mastering PowerPoint for Audio-Visual Presentations.

Part 11. Additional Points and Guide to Audio-Visual Presentations.

Part 12. Designing PowerPoint Scripts.

Part 13. From Design To PowerPoint Presentation.

Part 14. PowerPoint Transitions, Pen-To-Text, Fonts, and Quick Access..

Part 15. Transitions and Effects in PowerPoint Presentations.

Part 16. Getting On-Stage

Part 17. Enhancing Your Communication.

Part 18. Averting 'Stage Fright' in Audio-Visual Presentations

Part 19. Addressing Post-Presentation Questions.

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 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.
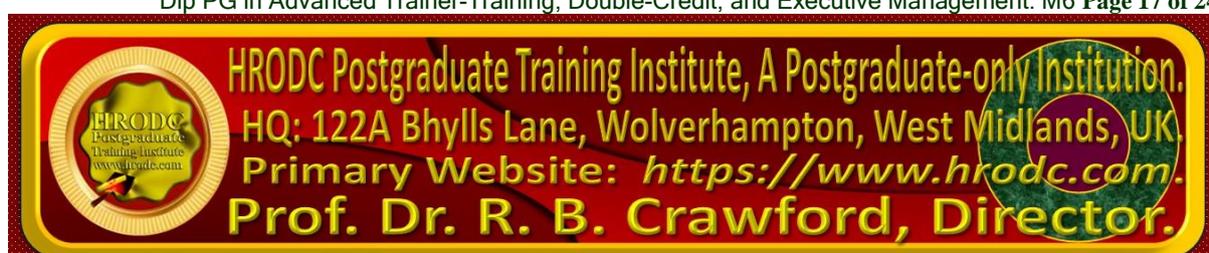
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In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive In-Venues Study, or 10 Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-Venues or 20 weeks. They might also be 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;

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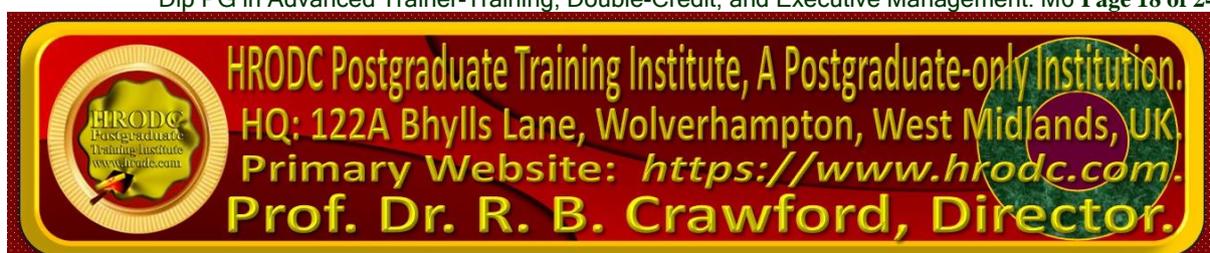
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:

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;
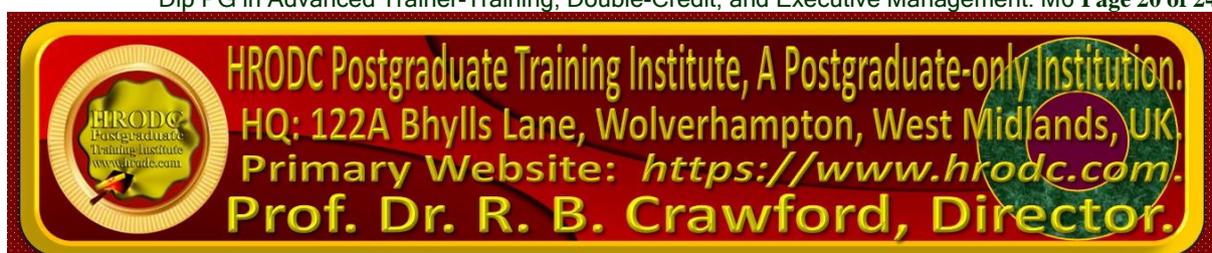
➢ If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;

➢ 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:

     o Venue Name, Location, with specific address;

     o Details of Airport Transfer, where appropriate;

     o Start date and time;

     o Registration details;

     o Daily Schedule;

     o Local Transportation Details;

     o Residential Accommodation Details;

     o Leisure and Shopping Facilities, in the area;

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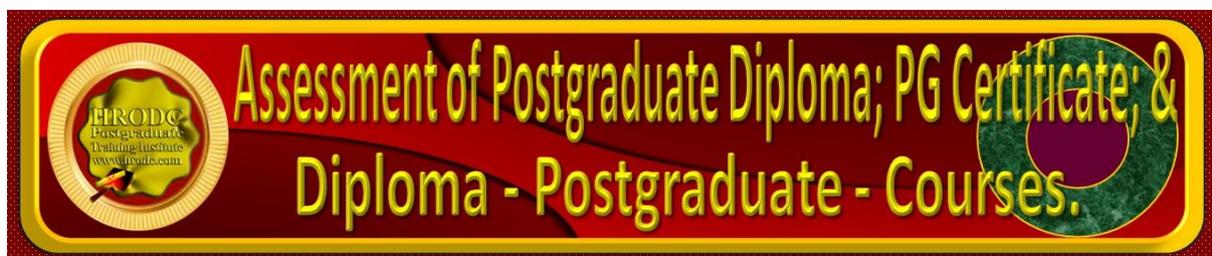
Because of the intensive nature of our Courses and Programmes, for In-Venues, and Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

➢ In-Class Tests;

➢ Text-Case Analyses;

➢ Video-Case Analyses;

➢ 'Out-of-Class Assignments;

➢ Individual Presentations;

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➢ 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.

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.

20-Week PG Diploma, Online; 10-Week PG Certificate, Online.

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,

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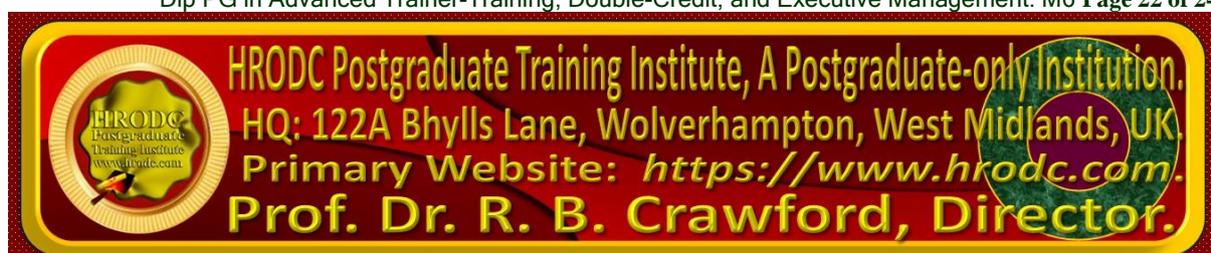
6 days per week will ensure that these requirements are met. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

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

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.

Advanced Trainer-Training, For Lecturers, Leaders, Managers, Corporate Trainers, and Consultants, Postgraduate Course, Leading to Diploma - Postgraduate – in Advanced Trainer-Training, Double-Credit, and Executive Management, Module 6, 72 Credit-Hours, accumulating to a Postgraduate Certificate, with 108 additional Credit-Hours, and a Postgraduate Diploma, with 288 additional Credit-Hours.