HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

**HRODC
Postgraduate
Training Institute
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International & National Events Management: Professional Events Facilitation, With Ultimate Success

PROGRAMME

Leading To:

POSTGRADUATE DIPLOMA IN

International and National Events Management

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A Postgraduate-Only Institution

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Leading To:

POSTGRADUATE DIPLOMA IN

International and National Events Management

Course Coordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

➢ Doctor of Philosophy {(PhD) (University of London)};

➢ MEd. Management (University of Bath);

➢ Advanced Dip. Science Teacher Ed. (University of Bristol);

➢ Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);

➢ Diploma in Doctoral Research Supervision, (University of Wolverhampton);

➢ Teaching Certificate;

➢ Fellow of the Institute of Management Specialists;

➢ Human Resources Specialist, of the Institute of Management Specialists;

➢ Member of Academy of Management (MAoM), within the following Management Disciplines:

   ▪ Human Resources;

   ▪ Organization and Management Theory;

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Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute
PhD [London], MEd.M. [Bath], Adv. Dip. Ed. [Bristol], PGCIS [TVU], ITC [UWI], MAAM, MAOM, LESAN, MSCOS, MISGS, Visiting Prof. P.U.P.
Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Inovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).
UKRLP Registration No. 10019585
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Postgraduate Full-Time and Short Courses
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- Organization Development and Change;
- Research Methods;
- Conflict Management;
- Organizational Behavior;
- Management Consulting;
- Gender & Diversity in Organizations; and
- Critical Management Studies.

➢ Member of the Asian Academy of Management (MAAM);

➢ Member of the International Society of Gesture Studies (MISGS);

➢ Member of the Standing Council for Organisational Symbolism (MSCOS);

➢ Life Member of Malaysian Institute of Human Resource Management (LMIHRM);

➢ Member of ResearchGate Community;

➢ Member of Convocation, University of London;

➢ Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

➢ University of London (UK);

➢ London South Bank University (UK);

➢ University of Greenwich (UK); and

➢ University of Wolverhampton (UK).

For Whom This Programme is Designed
This Programme is Designed For:

➢ Event Planners;

➢ Event Organisers;

➢ Middle and senior managers tasked with the direct delivery of events or oversight of specialist sub-contractors;

➢ Event Managers;

➢ Project Managers;

➢ Marketing Managers;

➢ Senior operational managers with responsibility for managing teams whose role includes event management;

➢ Event Operation Coordinators;

➢ Budget Officers;

➢ Training or Seminar Coordinators;

➢ Senior managers up to Board level with responsibility for the strategic use of events as part of the organisation's Public Relation and marketing strategy and their effective deployment;

➢ Others who are desirous of enhancingtheir knowledge and expertise in events planning, management, marketing, coordination and other pertinent issuesassociated with events facilitation.

Duration:

3 Months Intensive Full-Time (5 Days Per Week) or

6 Months Full-Time (2-2.5 Days Per Week)

Cost:£45,000.00Per Delegate

Please Note:

➢ V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.

➢ It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Course and Programme Cost includes:

➢ Free Continuous snacks throughout the Event Days;

➢ Free Hot Lunch on Event Days;

➢ Free City Tour;

➢ Free Stationery;

➢ Free On-site Internet Access;

➢ Postgraduate Diploma/ Diploma – Postgraduate –or

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

Students and Delegates will be given a Selection of our Complimentary Products, which include:

➤ HRODC Postgraduate Training Institute's **Leather Conference Folder**;

➤ HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad;**

➤ HRODC Postgraduate Training Institute's **Key Ring/ Chain**;

➤ HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;

➤ HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;

➤ HRODC Postgraduate Training Institute's **Metal Pen;**

➤ HRODC Postgraduate Training Institute's **Polo Shirt**.

Daily Schedule: 9:30 to 4:30 pm.

Location: Central London and International Locations

International and National Events Management: Professional Events Facilitation with Ultimate Success				
Leading to Postgraduate Diploma and MSc in International and National Events Management				
Module Number	Pre-existing Course #	Module Title	Page #	Credit Value
1		Event Planning, Ethics and Etiquettes	7	Double
2		Event Sponsorship	8	Single
3		Events Marketing	9	Double
4		Events Project, Human Resource and Operations Management	10	Single
5		Events Finance and Management: Public, Private, Corporate and Mega Events	11	Single

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6	Event Risk Management and Safety	15	Single
7	Developing Excellent Event Presentation	15	Double
8	Time Management for Event Planners	20	Single
9	Event Coordination	23	Single

Programme Contents, Concepts and Issues

Module 1
Event Planning

➢ Introduction to Event Planning;

➢ Planning the Event;

➢ Business Planning for Events;

➢ Team Building;

➢ Venue Selection;

➢ Preparing for the Event;

➢ Finance for Events and Budgeting;

➢ Event Resources;

➢ Event Restraints;

➢ Risk Assessment;

➢ Event Evaluation;

➢ Promotion;

➢ Advertising;

➢ Public Relations;

➢ The Internet;

➢ Personal Selling;

➢ Event Booths;

➢ Presentation Skills.

Module 2
Event Planning Ethics and Etiquette

M2 - Part 1: Business Ethics

- ➢ Business Ethics:

  - • Event Planner and Supplier Working Relationships;

  - • In-Office Sales Presentation;

  - • Communication between the Planners and Suppliers;

  - • Business Meals;

  - • Familiarization Tips;

  - • Industry Functions;

  - • Holiday Celebrations;

  - • Proposals and Quotes;

  - • Event Operations;

  - • On-Site Meetings;

  - • Business Referrals;

  - • Confidentiality;

  - • Business Favors.

- ➢ Fair Competition:

  - • Supplier-to-Supplier Ethics;

  - • Staff.

- ➢ Observing Proper Ethical Parameters:

  - • Event Planners and Client Business Interactions;

  - • Right Match to Do the Business;

  - • Using Business direction;

  - • Handling Unethical Behaviour.

M2 - Part 2: Business Etiquette

- ➢ Business Ethic, Protocol and Entertaining: Within the Town:
  - • At the Office;
  - • In Restaurants;
  - • Out and About;
  - • Elevated Entertainment;
  - • Out on the Town;
  - • Industry Events;
  - • At Home;
  - • Weekend Retreats;
  - • Holiday Parties.
- ➢ Business Ethic, Protocol and Entertaining: Out of the Town or Country:
  - • Familiarization Trips;
  - • Site Inspections;
  - • Personal Travel.
- ➢ Codes of Conduct on Site;
- ➢ Event Planning Ethics, Etiquette and Essentials A-Z;
- ➢ Event Planning Do's and Don'ts.

Module 3
Events Sponsorship

- ➢ Generating More Event Sponsorship;
- ➢ The Sponsorship Marketing Plan;
- ➢ Sponsorship Research;
- ➢ Effective Sponsorship Proposal;
- ➢ Sponsorship Success and Growth;
- ➢ Maintaining Good Image with the Sponsors;
- ➢ The Creative Approach to Sponsorship;
- ➢ The Keys to Successful Sponsorship Sales;

➢ The Legal Issues in Event Sponsorship;

➢ Sponsor-Client Relationship;

➢ Keeping Sponsors Coming Back;

➢ The Sponsorship Evaluation Process;

➢ The Globalisation of Event Sponsorship;

➢ Significance of Networking;

➢ The Future of Global Event Sponsorship.

Module 4
Events Marketing

➢ Defining Marketing and Marketing Process:

- Marketing: Creating and Capturing Customer Value;

- Company and Marketing Strategy: Partnering to Build Customer Relationships;

- Marketing Strategy in Recessionary Periods:

  ➕ 'Current Value' Modification and Pertinent Microeconomic Issues.

➢ Understanding the Marketplace and consumer:

- Analyzing the Marketing Environment;

- Managing Marketing Information to Gain Customer Insights;

- Understanding Consumer and Business Buyer Behaviour;

- Predicting behavioural outcomes.

➢ Designing a Customer-Driven Marketing Strategy and Marketing Mix:

- Customer-Driven Marketing Strategy: Creating Value for Target Customers;

- Products, Services, and Brands: Building Customer Value;

- New-Product Development and Life-Cycle Strategies;

- Pricing: Understanding and Capturing Customer Value;

- Marketing Channels: Delivering Customer Value;

- Retailing and Wholesaling;

- Communicating Customer Value: Advertising and Public Relations;

- Communicating Customer Value: Personal Selling and Sales Promotion;

- Direct and Online Marketing: Building Direct Customer Relationships.

➢ Extending Marketing:

- The Global Marketplace;

- Marketing Ethics and Social Responsibility;

- The importance of Diversity Management in global marketing;

- Revolutionising marketing strategy with the incorporation of an effective Diversity Policy.

➢ Conceptualising Event Marketing;

➢ The Evolution of Event Marketing;

➢ The Theory and Practice of Event Marketing;

➢ Sponsorship and Cause-Related Events Marketing;

➢ E-Event Marketing;

➢ Entertainment and Festival Event Marketing;

➢ Corporate Event Marketing;

➢ Association, Convention and Exhibition Event Marketing;

➢ Social Event Marketing;

➢ Future Forces and Trends in Event Marketing;

➢ Case Studies.

Module 5
Events Management

M5 - Part 1: Managing Events and Events Projects

➢ Event, definition:

- Challenges of Event Management;

- The Place of Events In Human History and Culture;

- The Events Industry;

- Event Manager;

- The Events Profession and Education.

➢ Understanding Event Projects Management:

- Events as Projects;

- Project Management Perspective;

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- Event Project Definition, Organization and Framework;

- Project Parameters;

- Stakeholder Requirements and Needs;

- The Project Objective Statement;

- Project Planning;

- Project Optimization;

- Project Evaluation and Review Techniques;

- Project Crashing;

- Project Risk Management;

- Project Cost Breakdown Structures;

- Project Implementation;

- Project Shut-Down;

- The Required Competences of an Event Project Leader.

M5 - Part 2: Event Design, Production and Operation

➢ Event Design and Production:

- Current Views of Event Design;

- Events as Designed Experiences;

- Concept and Theme;

- Understanding Event Experiences;

- Event Staging and Logistics.

➢ Event Operations:

- The Legal Environment;

- Insurance;

- Regulations, Licences and Permits;

- Events Contracts;

- Events Logistics.

M5 - Part 3: Event Human Resource Management, Finance Management and Event Marketing

- Managing the Event Human Resources:
  - The Event Human Resource Challenge;
  - Finding the Right People;
  - The Challenges in Practice to the Events Industry;
  - Formulating and Conducting Event Induction and Acculturation;
  - Developing Effective Communication with Event Workers;
  - Event Employee Learning and Development;
  - Motivating, Maximising Performance and Retaining Employees;
  - Remunerating Staff.
- Event Finance:
  - Important Financial Terminology;
  - Financial Planning and Control;
  - Users of Event Finance Information;
  - Budgeting and Events;
  - Budgeting As a Logically Sequenced Planning Process;
  - Common Methods of Budgeting;
  - Applying Budgeting to Worked Examples;
  - Comparing Actual and Budgeted Performance.
- Event Marketing:
  - Event Marketing Planning;
  - Event Sponsorship.

M5 - Part 4: Dealing with Different Types of Events

- Mega Events:
  - Mega Events, Definition;
  - Mega-Event Periods;
  - Mega-Event Tourism.
- Events in the Public and Third Sectors:

- The Public Sector;

- The Third Sector;

- Events in the Third Sector;

- Other Non-Profit Events.

➢ Corporate Events:

- Categorization;

- Key Logistical Issues for Corporate Events;

- The Corporate Event Customer;

- Corporate Event Evaluation.

➢ Cultural Events and Festivals:

- Cultural Events;

- Festivals;

- Types of Cultural Events and Festivals;

- Programming Cultural Events and Festivals;

- Marketing Cultural Events and Festivals;

- The Public Role of Cultural Events and Festivals.

M5 - Part 5: Events and Media

➢ Events and Media:

- Understanding Media;

- The Role of the Media in the Events Management;

- The Media and Links to Stakeholders;

- Media Management;

- The Impact of Media Coverage on Events;

- Crisis Management for Event Managers.

Module 6
Event Risk Management and Safety

➢ Event Risk Management;

➢ Event Risk Assessment;

➢ Alcohol and Events;

➢ Crowd Control;

➢ Emergencies;

➢ Critical Issues for Event Safety;

➢ Outdoor Events: Stage Safety, Pyrotechnics, Parades and Demonstrations;

➢ Future Event Risk Management.

Module 7
Developing Excellent Event Presentations

M7 - Part 1: The Art of Presenting

➢ Preparing the Presentations:

- What You Need to Know;

- Developing Presentation;

- Delivering Presentation;

- Looking at Power Point Pointers;

- Special Presentation Situations.

➢ The Who, What, Where and Why:

- Determining the Objects of the Presentation;

- Audience Analysis;

- Relating to the Audience;

- Controlling the Topic.

➢ Research:

- Research Aids;

- Gathering Primary Sources;

- Making Use of Secondary Sources;

- Ensnaring a Web Resources.

➢ Message Organisation:

- Choosing Material that Makes Your Point;

- Selecting a Pattern of Organisation;

- Making Use of Outlines;

- Using Index Cards and Scripts;

- Timing for Maximum Impact;

- Using Power Point to Organize the Presentation.

➢ Managing Anxiety when Presenting:

- Conceptualising Stage Fright;

- Minimizing Anxiety;

- Managing Physical Symptoms Of Anxiety;

- Overcoming Stage Fright;

- Rehearsing the Presentation;

- Avoiding Erroneous Suggestions To Overcome Fright;

- Using Nervousness as an Asset.

M7 - Part 2: The Basics of Creating a Presentation

➢ Building The Body With Stories, Statistics and Other Good Stuff:

- Using Stories to Make Your Point;

- Using Statistics and Other Numerical Data;

- Employing More Support:

  ✦ Quotations;

  ✦ Definitions;

  ✦ Analogies;

  ✦ Examples.

➢ Correct Word Style:

- Honing Your Word and Style;

- Developing Catchy Phrases;

- Using Classical Rhetoric Tricks;

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- Correcting Yourself.

➢ Using Humor Effectively:

- The Secret of Not "Bombing";

- Nonjoke Humor;

- Poking Fun at Yourself.

➢ Guidelines for Effective Introductions, Transitions and Conclusions:

- Developing a Good Start;

- Introductions to Avoid;

- Managing Smooth Transitions;

- Concluding the Presentation;

- Conclusions to Avoid.

➢ Planning Powerful Visual Aids:

- The Use of Visuals;

- Charts and Graphs;

- Selecting Slides and Overheads;

- Making Use of Flip Chart;

- Designing Useful Hand-outs;

- Preparing Great Props.

M7 - Part 3: Delivering Presentation with Ease

➢ Proper Body Language:

- Using Proper Nonverbal Speech in Any Language;

- Eye Contact with the Audience;

- Dress to Impress;

- Mastering Physical Positioning and Movement;

- Using Your Voice Properly;

- Tips For Successful Global Communication.

➢ Audience Appreciation:

- Reading the Audience Reaction;

- Make Your Audience Feel Comfortable;

- Taming a Tough Audience;

- Energizing Dull Audience;

- Using Surefire Audience Involvement Technique.

➢ Preparing for Possible Questions:

- Reviewing the Basics of a Q&A Sessions;

- Responding with the Perfect Answer;

- Using Question-Handling Techniques;

- Responding to a Special Situations;

- Handling Tough Questions;

- Handling Hostile Questions.

M7 - Part 4: Mastering the Power of Powerpoint

➢ Employing Stunningly Simple Design Techniques:

- The Do's And Don'ts of Design;

- Using PowerPoint Templates;

- Transforming with Technical Tricks.

➢ Considering Cool Tricks to Make the Presentation Alive:

- Keeping the Flow Going;

- Using Audio;

- Using Video;

- Adding Animation;

- Mining Miscellaneous Impressive Stuff.

➢ Avoiding Common Mistakes With PowerPoint:

- Mistake Recognition;

- Mistake Avoidance;

- PowerPoint Parameter.

M7 - Part 5: Checking Out Tips and Tricks for Common Presentations

- ➢ Succeeding in Sales and Other Motivational Presentations:

  - Sales Presentation;

  - Motivational Presentation.

- ➢ Tackling Technical and Financial Presentations:

  - Presenting Technical Information;

  - Focusing on Financial Presentations.

- ➢ Making Informational Briefings and Training Presentations:

  - Basic Rules for Informational Briefings;

  - Special Rules for Training Presentation.

- ➢ Presenting a Business Plan to Your Boss:

  - Tips In Presenting a Business Plan;

  - Special Rules in Presenting a Business Plan;

  - Mistakes to Avoid During Business Plan Presentations.

- ➢ Making Virtual Presentations: Phone, Video, Web and E-Mail:

  - Identifying the Right Virtual Presentation;

  - Virtual Presentation Preparations;

  - Practicing Do's And Don'ts;

  - Virtual Presentation Delivery;

  - Some Tips and Tricks.

- ➢ Adopting International Presentations:

  - Know the Audience Culture;

  - Crafting Your Message;

  - Following Basic Rules for Delivery;

  - Working with an Interpreter.

- ➢ Dealing with Impromptu Presentations, Panels and Roundtables:

  - Impromptu Presentation;

  - Being on a Panel;

  - Participating in a Roundtable Discussion.

M7 - Part 6: Important Tips and Guidelines

- Comeback Lines To Use When Things Go Wrong:
    - Visual-Aid Problems;
    - Distracting Noises;
    - Your Own Mistake.
- Tips for Presentations at Public Meetings;
- Things To Check Before You Present:
    - How to Get to the Venue;
    - Room Layout;
    - Seating Arrangements;
    - Human Equipment;
    - Audiovisual Equipment;
    - Sound System;
    - Electricity;
    - Podium;
    - Lighting;
    - Restrooms;
    - Temperature and Ventilation.

Module 8
Time Management for Event Planners

- Principles of Time Management
    - Time Management Defined
    - Time in an Organisational Wide Context: Acting in Time
    - The Cost of Time
    - Time Management Tools
    - Maximising Personal Effectiveness
    - Busy vs. Productive
    - Time Wasters/Time Robbers/Time Stealers/Time Bandits

- Managing Time Wasters/Time Robbers/Time Stealers/Time Bandits
- Combating Procrastination
- Diffusing the Impact of Others
  - Handling Interruptions Constructively
  - Asserting Yourself Politely and Calmly
  - Conquering Overcommitment (Learn to say, "No")

➢ Contextualising Time Management

- The Four D's of Time Management
  - Do
  - Delegate
    - Tasks Which Should Be Delegated
    - Effective Delegation Techniques
    - How to Delegate
  - Dump
  - Defer
- Managing Multiple Task and Deadlines
- Combating Work Related Stress
- Balancing Personal and Professional Life
- Avoiding Time Crunches
- Handling Unexpected Job Emergencies
- Human Multitasking
- Benefits of Effective Time Management
- Effects of Poor Time Management

➢ Time Management Theories

- Maslow's Hierarchy of Needs
- The Pickle Jar Theory
- Pareto Principle or 80/20 Rule
- Eisenhower Method
- POSEC Method

➢ Setting Goals and Objectives

- What You Want to Achieve
- Importance of Goal

- Setting Realistic Goals Through SMART Method

- Techniques for Setting and Achieving Goals

➢ Planning

- Management and Planning Tools

- Using a Planner

- Developing Action Plan

➢ Getting Organised

- Organising Your Workspace, Files and Folders

- E-mail, Task and Calendar Managing

- Information Flow and Retrieval Process

- Information Overload

- Schedule Management

  - Scheduling to Create Work/Life Balance

  - Creating Dynamic "To-Do List"

  - Reducing Mental Clutter

- The Batching Technique

- Utilise Time Gaps

- Effective Follow-up System

- Developing Time Management Habit

➢ Scheduling

- Effective Scheduling

- Steps in Scheduling

➢ Prioritising

- The Prioritisation Grid

- Important vs. Urgent

- Time Management Matrix (Covey's Four Quadrant Matrix)

- To-Do List

- ABC123 Prioritised Planning

- Decision Matrix

➢ Time Management and Manager

- How Most Managers Apportioned Their Time

- Time Management Tips for Managers

- Effective Resource Management

- Workload Analysis

- Managing Workload

- Managing Disorganised Staffs

➢ Meeting Management

- Creating an Effective Agenda

- Importance of Agenda

- Steps For Productive and Effective Meeting

- Groupthink

- Teamthink

- Reducing Time Spent on Meeting

- Meeting Menaces

  - The Waffler

  - The Turf Warrior

  - The Assassin

  - The Dominator

  - The Interrupter

- Meeting Mismanagement

➢ Trading Game Scenario

Module 9
Event Coordination

➢ Anatomy of an Event;

➢ The Event Element Assessment;

➢ Developing the Event Site;

➢ Accommodating the Audience;

➢ Providing the Event Infrastructure;

➢ Safe Operations;

- ➢ Coordinating the Event;
- ➢ Fundamentals of the Production;
- ➢ Staging the Entertainment Experience;
- ➢ Food and Beverage Operations;
- ➢ Making Event Memories;
- ➢ Ancillary Programs;
- ➢ Vendors and Volunteers;
- ➢ Knowledge Management;
- ➢ Strategies For Success.

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

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days' duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as 'Courses', while the 'longer-studies', are regarded as Programmes. However, both study-durations are often referred to as 'Courses'. Another mark of distinction, in this regard, is that participants in a short-course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some beingSingle-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days' duration, equivalent to 30-54 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

Postgraduate Diploma and Diploma - Postgraduate Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of Postgraduate Diploma, candidates must have accumulated at least the required minimum 'credit-hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

Diploma – Postgraduate and Postgraduate Diploma
Application Requirements

Applicants for Diploma – Postgraduate – and Postgraduate Diploma are required to submit the following documents:

➢ Completed Postgraduate Application Form, including a passport sized picture affixed to the form;

➢ A copy of Issue and Photo (bio data) page of the applicant's current valid passport or copy of his or her Photo-embedded National Identity Card;

➢ Copies of credentials mentioned in the application form.

Admission and Enrolment Procedure

➢ On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;

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

➢ One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;

➢ Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;

➢ Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;

2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;

3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Introducing Our Video-Enhanced Online Study Mode

In a move away from the traditional online coursesand embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, is unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online Mode

➢ The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;

➢ All participants are able to see, and interact with, each other, and with the tutor;

➢ They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;

➢ Their assessment is structured in the same way as it is done in a classroom setting;

➢ The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;

➢ Its duration is twice as long asits classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;

➢ The cost of the Video-Enhanced Online mode is 67% of the classroom-based course;

➢ For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

20-Week Video-Enhanced Online Postgraduate Diploma

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

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	**Credit Hours**	**Award Title Prefix (& Suffix)**
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
6-Credit	180-204	Diploma – Postgraduate (6-Credit)
7-Credit	210-234	Diploma – Postgraduate (7-Credit)
8-Credit	240-264	Diploma – Postgraduate (8-Credit)
9-Credit	270-294	Diploma – Postgraduate (9-Credit)
10-Credit	300-324	Diploma – Postgraduate (10-Credit)
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 exampled below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Diploma in Aviation Management;**
3. **Postgraduate Diploma in Business Communication;**
4. **Postgraduate Diploma in Corporate Governance;**
5. **Postgraduate Diploma in Costing and Budgeting;**
6. **Postgraduate Diploma in Client or Customer Relations;**
7. **Postgraduate Diploma in Engineering and Technical Skills;**
8. **Postgraduate Diploma in Events Management;**
9. **Postgraduate Diploma in Health and Safety Management;**
10. **Postgraduate Diploma in Health Care Management;**
11. **Postgraduate Diploma in Human Resource Development;**
12. **Postgraduate Diploma in Human Resource Management;**
13. **Postgraduate Diploma in Information and Communications Technology (ICT);**
14. **Postgraduate Diploma in Leadership Skills;**
15. **Postgraduate Diploma in Law – International and National;**
16. **Postgraduate Diploma in Logistics and Supply Chain Management;**
17. **Postgraduate Diploma in Management Skills;**
18. **Postgraduate Diploma in Maritime Studies;**
19. **Postgraduate Diploma in Oil and Gas Operation;**
20. **Postgraduate Diploma in Oil and Gas Accounting;**
21. **Postgraduate Diploma in Politics and Economic Development;**
22. **Postgraduate Diploma in Procurement Management;**
23. **Postgraduate Diploma in Project Management;**
24. **Postgraduate Diploma in Public Administration;**
25. **Postgraduate Diploma in Quality Management;**
26. **Postgraduate Diploma in Real Estate Management;**
27. **Postgraduate Diploma in Research Methods;**

28. **Postgraduate Diploma in Risk Management;**

29. **Postgraduate Diploma in Sales and Marketing;**

30. **Postgraduate Diploma in Travel, Tourism and International Relations.**

The actual courses studied will be detailed in a student or delegate's Transcript.

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. Ronald B. Crawford
Director
HRODC Postgraduate Training Institut