

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

#226.M1

Protocol Management, Postgraduate Short Course.

Leading To:

Diploma – Postgraduate – in
Protocol Management,
30 Credit-Hours.

Accumulating to a Postgraduate
Certificate, with 150 additional Credit-
Hours, and a

Postgraduate Diploma, with 330 additional
Credit-Hours.



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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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+44 7736 147 507; 
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london@hrodc.com
Skype: hrodcitdpgti4

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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.



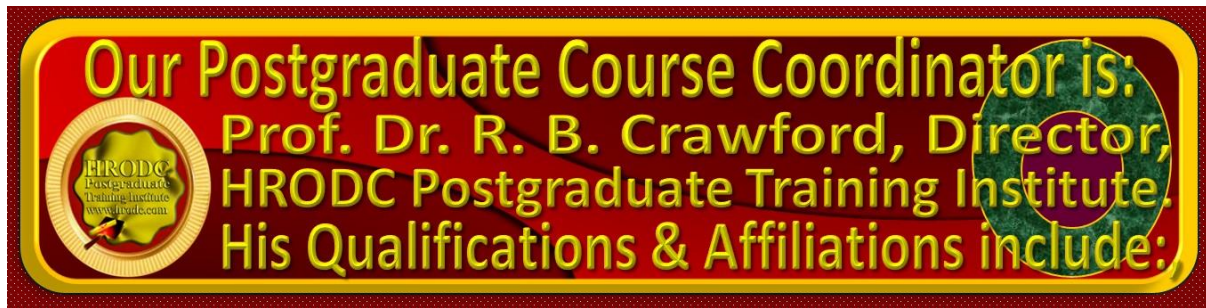
Featured PG Dip; PG Cert; Dip PG.
Click For Details!



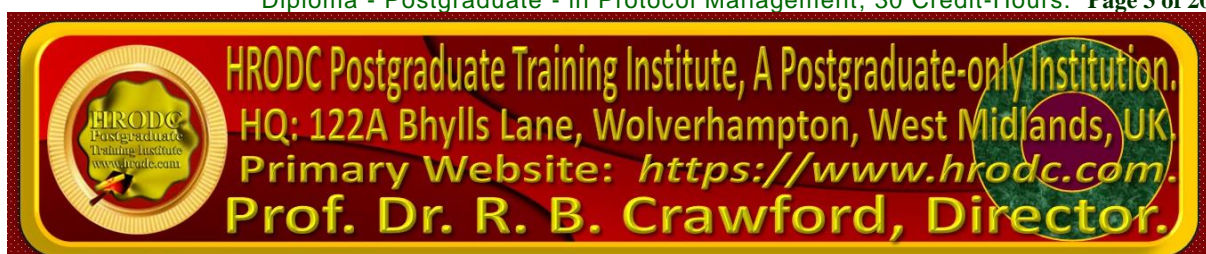
General Diploma: Access To Postgraduate.
Click For Details!



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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
 - 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:

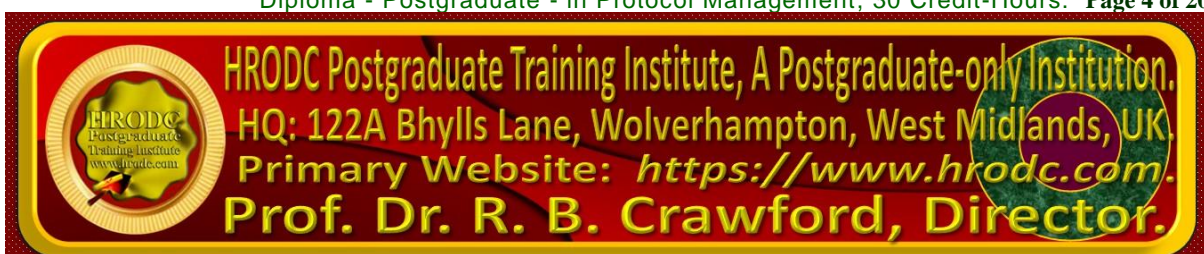
- Ministry of Education, Sokoto, Nigeria;
- Ministry of Science and Technical Education, Sokoto, Nigeria;
- University of Sokoto, Nigeria;
- College of Education, Sokoto, Nigeria; and

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

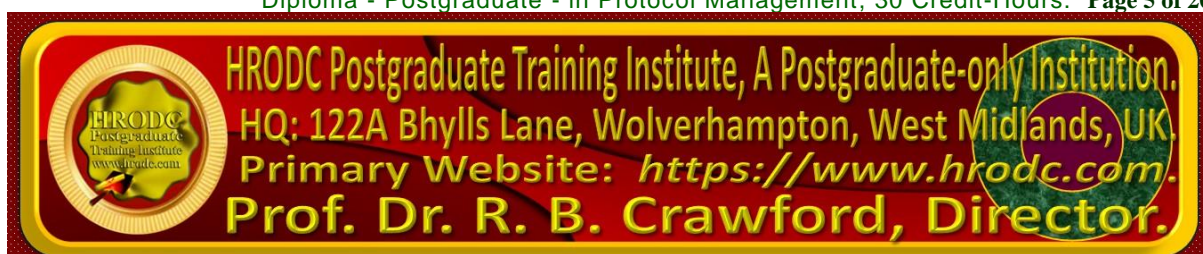


- Chief Executive Officers;
- Chief Executives;
- Chief Secretaries;
- Conflict Resolution Consultants;
- Consultants;
- Corporate Directors;

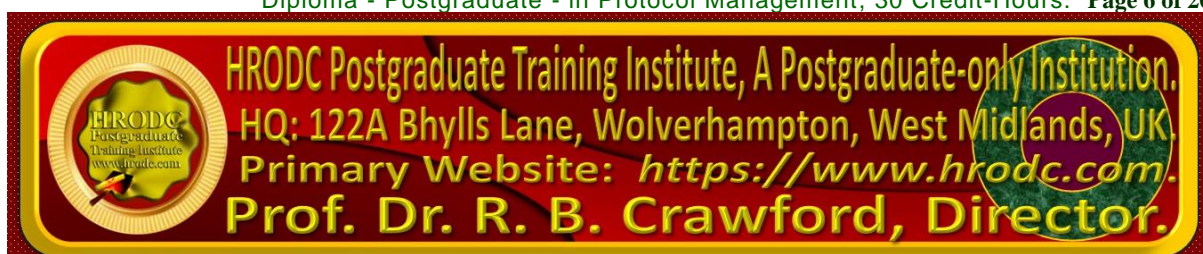
Diploma - Postgraduate - in Protocol Management, 30 Credit-Hours. Page 4 of 20



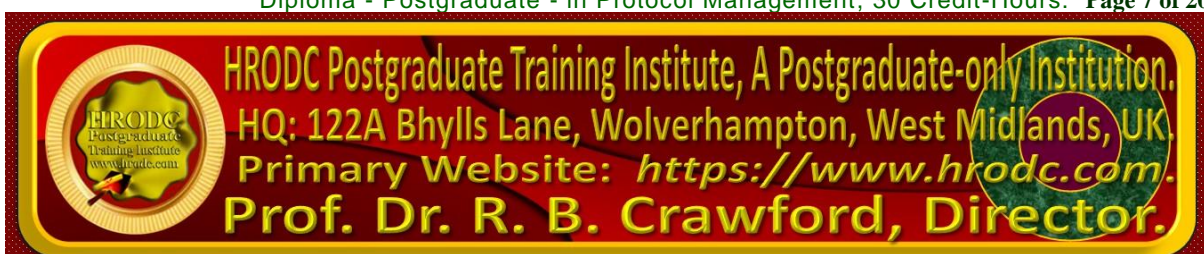
- Cruise Operators
- Directors of Protocol;
- Divisional Managers;
- Embassy Attaches;
- Embassy Events Managers;
- Event Managers;
- Event Organisers;
- Event Planners;
- Events Contractors;
- Events Managers;
- Events Project Coordinators;
- Events Project Leaders;
- Executive Directors;
- Food and Beverages Managers
- Functional Managers;
- Fund Holders;
- General Investors;
- Government Agency Events Project Managers;
- Guest Relation Managers
- High Commission Events Managers
- High Commission Officials;
- Hotel and Tourism Consultants;
- Hotel Booking Agents
- Hotel Managers;
- Human Resource Management Managers;
- Immigration Personnel;
- International Conflict Managers;
- International Negotiators;
- International Negotiators;
- Lecturers of International Affairs;
- Lecturers of Tourism;
- Lecturers;
- Local Tourism Development Officers;



- Management Consultants;
- Management Development Directors;
- Mediation Officers;
- Middle and senior managers tasked with the direct delivery of events or oversight of specialist sub-contractors;
- National Economists;
- National Government Ministers with Events in their Portfolio;
- National Government Ministers with Tourism in their Portfolio;
- National Tourist Officers;
- Non-Executive Directors;
- Organisational Leaders;
- Performance Consultants;
- Performance Measurement Specialists;
- Productivity Specialists;
- Programme Managers;
- Project Commissioners;
- Project Evaluators;
- Project Managers;
- Project Monitoring Personnel;
- Project Team Leaders;
- Protocol Directors;
- Protocol officers, including those covering public relations and/or travel arrangements;
- Protocol Officers;
- Public Relations Executives;
- Public Relations Officers;
- Public Relations Researchers;
- Quality Improvement Managers;
- Resort Managers
- Risk Analysts;
- Risk Managers;
- Royal Protocol Officers;
- Senior Civil Servants;



- Senior Executives and Managers;
- Senior Financial Advisors;
- Senior Financial Officers;
- Senior Leaders who oversee the activities of Teams;
- Specialist Team Leaders;
- Talent Managers;
- Team Development Personnel;
- Team Leaders;
- Team Members;
- Team Supervisors;
- Those in PR at the national, regional and community level;
- Those in PR in public sector, private sector and not-for-profit organisations;
- Those involved in international activities;
- Those responsible for Protocol;
- Tour Operators
- Tourism Consultants;
- Tourism Development Officers;
- Tourism Ministry Officials;
- Tourism Officials
- Tourism Promoters;
- Training and Development Managers;
- Training Directors;
- Transaction Analysts;
- United Nations Officials;
- Value Analysts;
- Value Engineers;
- Venture Capitalists;
- Vice Presidents;
- War Officers.



5-Day Course Duration & Cost:

- * In-Venues Duration: 5 Days;
- * Online Duration: 10 Days (3 Hrs. Per Day).
- * In-Venues Cost: £5,000.00 Per Delegate;
- * Online Cost: £3,350.00 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.



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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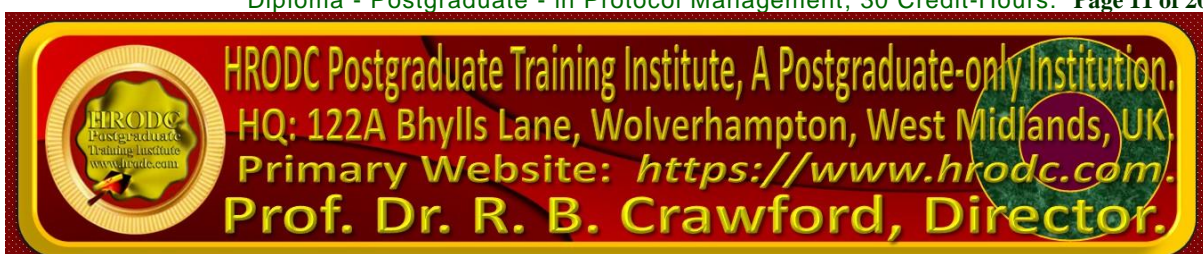


Postgraduate Course Objectives.

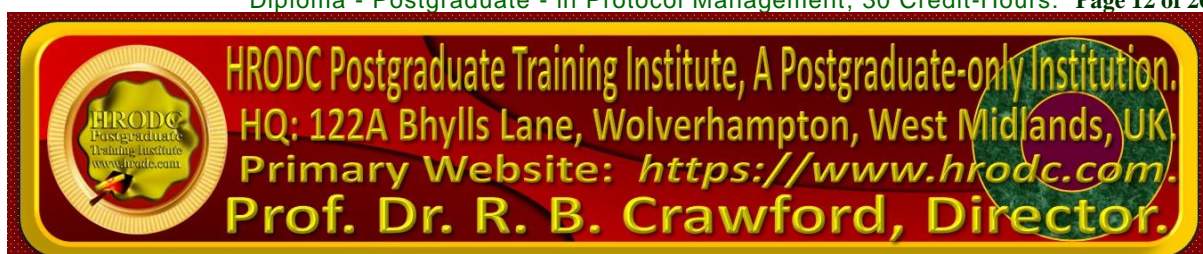
By the conclusion of the specified learning and development activities, delegates will be able to:

- Accurately send personalised invitations;
- Accurately, elucidate the importance, or otherwise, of 'Photo-Shoots';
- Address the importance of effective communication in Protocol Management;
- Ascertain the prevailing relationship between Embassies and High Commissions, on the one hand, and Host Government Ministries, on the other;
- Correctly interpret responses or non-responses to RSVP;
- Demonstrate a heightened understanding of the procedures involved in Visa Processing;
- Demonstrate their ability to Arrange Consulate, Embassy, High Commission, or Hotel Overnight Accommodation;
- Demonstrate their ability to avert potential Cultural Infringements;
- Demonstrate their ability to create and send formal invitations;
- Demonstrate their ability to establish good working relations with embassies or ministries;
- Demonstrate their ability to facilitate cross-cultural relations;
- Demonstrate their ability to shield their Diplomatic Corp;
- Demonstrate their ability to shielding their Diplomatic Corp;
- Demonstrate their ability to use organising as an inherent aspect of Protocol;
- Demonstrate their expertise in arranging Visits To their Home Country;
- Demonstrate their familiarity with the procedures involved in passport processing;
- Demonstrate their understanding of Political, Economic, Social, Technological, Ecological, and Legal (PESTEL) Factors, outlining how they might impinge on the role and operation of a Foreign Mission.

- Demonstrate their understanding of some culturally enshrined behaviour of their host or foreign nationals;
- Demonstrate their willingness to maintain the highest level of Confidentiality, and Secrecy, as are appropriate;
- Determine the formalities and rules applicable to visa arrangements and processing;
- Develop strategies in Planning, Organisation and Management, as aspect of their Protocol Duties;
- Develop strategies that address a crisis that might affect their National or State Government, or Parastatal, managing the associated risks;
- Devise appropriate protocol for specific diplomatic convoys;
- Elucidate the importance of effective communication in Protocol Management;
- Exhibit a heightened understanding of the concept of general protocol management;
- Exhibit their awareness of relevant 'Official Secrets Acts';
- Exhibit their competence in 'Media Relationship Management';
- Exhibit their competence in advising on 'Events Organisation';
- Exhibit their competence in choosing appropriate Events for International Visitors;
- Exhibit their competence in establishing heightened Events Standard;
- Exhibit their competence in maintaining Conventional and Exemplary Etiquette Rules;
- Exhibit their competence in maintaining cultural awareness.
- Exhibit their understanding of General Protocol Management;
- Explain the efforts that they currently make, or will be making, to adhere to the Data Protection Regulation of their Host and other Foreign Countries;
- Explain the procedure for arranging visits to their Host Country;
- Explain the role of a State Protocol Officer;
- Handle exhibition planning and participation.
- Illustrate their ability to choose appropriate gifts, for dignitaries;
- Illustrate their ability to coordinate with their peers;
- Illustrate their acquisition of competence in in Planning, Organising and Managing, as elements of their Protocol Duties;



- Illustrate their conversance with the Immigration Regulations and requirements of specific countries;
- Indicate how they have been maintaining, or will establish and maintain excellent relationship with the Ministries in their Host Country, particularly the Foreign Ministry;
- Indicate the most appropriate ways in which to promote the relationship between Embassies and High Commissions, on the one hand, and Host Government Ministries, on the other;
- Make special arrangements and planning for vehicular convoys;
- Narrate their effort to maintain protocol consistency;
- Produce effective seating arrangements, in specified formal occasions;
- Propose how they will establish excellent working relationship with Business Operators in their Host Country;
- Propose how they will initiate Visits Follow-ups;
- Provide an enhanced definition of communication, within an organisational setting;
- Suggest a Protocol for the amendment of Particular International Treaties;
- Suggest how they will, effectively, research traditions and customs of host and foreign countries;
- Suggest the efforts necessary to avert etiquette breaches by mission members;
- Suggest the measures that might be implemented to create, maintain and improve corporate identity;
- Suggest the protocol that might be initiated in International Relations, for Internal Disaster Management;
- Suggest ways for effective implementation and maintenance of corporate identity;





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: Executing The Protocol Management Role (1)

Part 2: Executing The Protocol Management Role (2)


Part 3: Executing The Protocol Management Role (3)

Part 4: Executing The Protocol Management Role (4)

Part 5: Protocol For Events Planning and Hosting



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

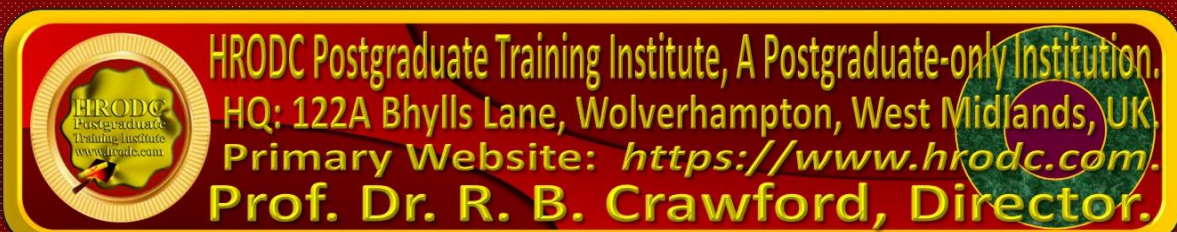


**Diploma – Postgraduate; Postgraduate Certificate; &
Postgraduate Diploma Awards.**



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 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

Diploma - Postgraduate - in Protocol Management, 30 Credit-Hours. Page 14 of 20



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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](#)

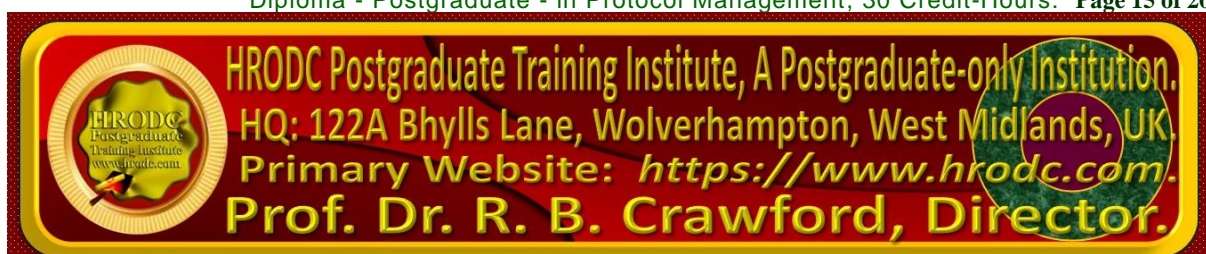


Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

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

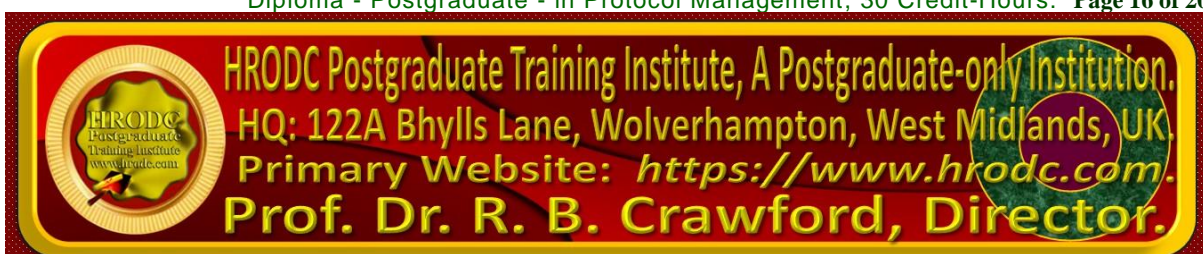
A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

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’**.

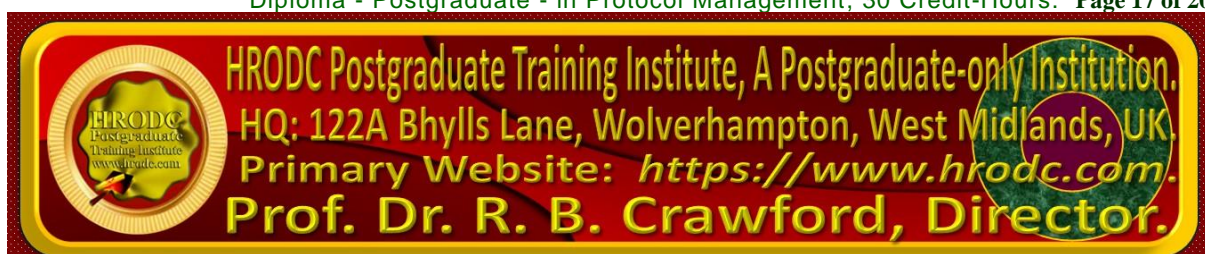


Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

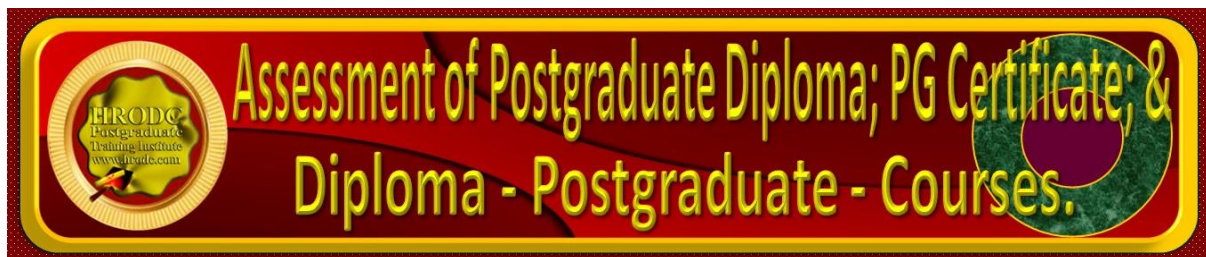
- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant’s current valid passport or copy of ‘Photo-embedded’ National Identity Card;
- Copies of credentials stated in the Application 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;

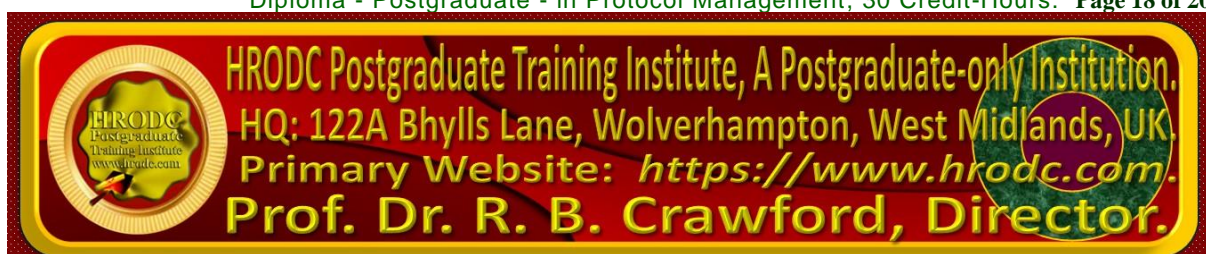


- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, 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;
 - 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.

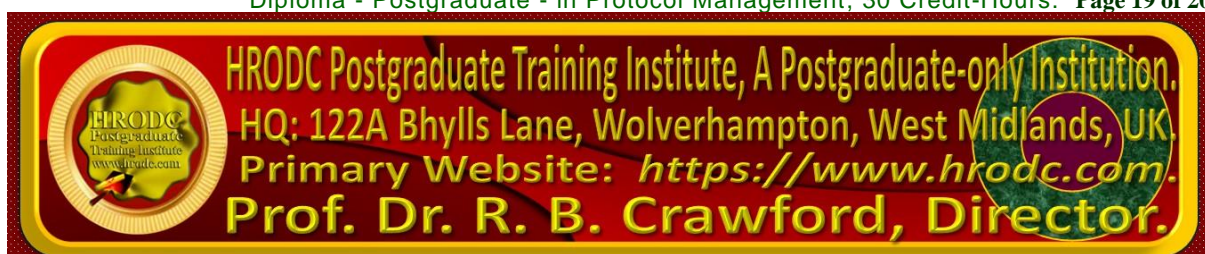
For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

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.

Diploma - Postgraduate - in Protocol Management, 30 Credit-Hours. Page 19 of 20





[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.

