

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

192

**Travel and Protocol Management
And Management Skills
Course or Seminar**

Leading To:

DIPLOMA – POSTGRADUATE IN

*Travel and Protocol Management
and Management Skills*

Accumulating to

POSTGRADUATE DIPLOMA

Progressing To A Masters Degree –

MBA – MSc - MA

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;
 - 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 Course is Designed
This Course is Designed For:**

- International Negotiators;
- International Conflict Managers;
- United Nations Officials;
- National Tourist Officers;
- Tourism Promoters;
- Tourism Development Officers;
- Tourism Ministry Officials;
- Hotel and Tourism Consultants;
- National Government Ministers with Tourism in their Portfolio;
- Local Tourism Development Officers;
- National Economists;
- Lecturers of International Affairs;
- Lecturers of Tourism;
- Tourism Consultants;
- Conflict Resolution Consultants;
- War Officers;
- Mediation Officers;
- Protocol officers, including those covering public relations and/or travel arrangements;
- Those involved in international activities;
- Those working in multi- or supra-national organisations;
- Anyone else with a need to understand protocol, travel and international relations.

Duration:10 Days

Cost:£10,000.00Per 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.

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;
- **Diploma – Postgraduate – in Travel and Protocol Management and Management Skills (Double Credit);** or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder;**
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad;**
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain;**
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
6. HRODC Postgraduate Training Institute's **Metal Pen;**
7. HRODC Postgraduate Training Institute's **Polo Shirt.**

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

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

Location: Central London and International Locations

Travel and Protocol Management and Management Skills Leading to Diploma-Postgraduate in Travel and Protocol Management and Management Skills

Module 1 Travel and Protocol Management

Module Objectives

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

- Determine the formalities and rules applicable for visa arrangements and processing;
- Identify the different ways of visa processing, arrangements and the common requirements observed in various countries;
- Be familiarised with the procedures involved in passport processing;
- Make proper coordination with hotels for visa processing;
- Identify the requirements for arranging business travel;
- Get acquainted with the immigration regulations and requirements to ensure convenient travel;

Course Contents, Concepts and Issues

- Visa and Immigration Formalities:
- General Travel Management:
- Booking Arrangement:
- Salient Communication Issue:

Module 2 Management Skills

Module Objectives

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

- Learn effective techniques in building self-awareness;

- Identify the different sources of stress and employ some strategies in the management thereof, for efficient discharge of duties as a manager;
- Manage time effectively and combat procrastination and other forms of time robbers for increased productivity;

Course Contents, Concepts and Issues

M2. Part 1: Developing Personal Skills

- Self-Awareness;
- Managing Personal Stress;
- Managing Time:

M2. Part 2: Establishing Interpersonal Skills

- Building Relationships with Colleagues;
- Gaining Power and Influence;
- Motivation Skills;
- Negotiating:

M2. Part 3: Group Skills

- Empowering and Delegating:
- Building Effective Teams and Teamwork;
- Leading.

M2. Part 4: Meeting Management

- Creating an Effective Agenda;
- Importance of Agenda;
- Steps For Productive and Effective Meeting;

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. R. B. Crawford - Director HRODC Postgraduate Training Institute