

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

093

**Communications, Information
Management and Project Management
Course or Seminar**

Leading To:

**DIPLOMA – POSTGRADUATE IN
Communications, Information Management and Project
Management (Quad Credit)**

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:

- Data Retrieval Manager;
- Security Generalist;
- Data/Records Technician;
- Director, Enterprise Information Management;
- Knowledge Manager;
- Technical Records Specialist;
- Analyst Performance and Data Analytics;
- Information Management Specialist;
- Records Management Coordinator;
- Contracts Compliance and Training Manager;
- Project Managers;
- Business Owners;
- Individuals with genuine interests in issues associated with Communication, Information and Project Management.

Duration:20 Days (1 Month)

Cost:£20,000.00Per 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 **Communications, Information Management and Project Management (Quad 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**

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Course Objectives

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

- Choose the most appropriate data elicitation techniques, in relation to the sampling frame, sampling unit, sample size & time span, among other factors;
- Advise others of the situations in which participant observation, conversation analysis, documentary analysis, focus groups, interviews & questionnaires, respectively, are appropriate;

- Design interview & questionnaire schedules that will elicit information appropriate to the objectives of the report;
- Design structured & unstructured questions, determining the conditions under which they should be used;
- Design questionnaires & interview schedules, with a mixture of open-ended & closed-ended items, avoiding forced-choice in the latter;
- Employ the most appropriate data analysis techniques, based on the type & volume of data available;
- Use SPSS (subject to licence) and, or, Excel software packages in analysing data;
- Use Microsoft Excel to make necessary calculations;
- Identifying 'trends' & 'patterns' in information, in an effort to arrive at the appropriate conclusions;
- Distinguish between summary and conclusions;
- Produce effective reports, adhering to conventional styles, presenting evidence from the data, & exploiting visual representations;
- Design an investigation, taking pertinent factors into account;
- Manage an investigation, from inception and design to reporting;
- Demonstrate their ability to work collaboratively;
- Demonstrate an understanding of the organisation, as an entity, as opposed to other groups;
- Demonstrate an understanding of the different levels and types of organisations and objectives;
- Formulate project objectives;
- Demonstrate an understanding of the meaning of collegiality within a project management and general organisational setting;
- Demonstrate an understanding of an organisation or its subsystem's need to meet the expectations of the external environment;
- Demonstrate an awareness of the consequences of failure to meet the organisations external accountability;
- Demonstrate an understanding of the importance of delegation;
- Demonstrate the competence in managing the delegation process effectively;
- View external accountability as the expectations of the organisation by different agencies;
- Demonstrate their understanding of the requirement of different external agents;

Course Contents, Concepts and Issues

Part 1: Information Gathering, Processing and Presentation

- Sources of Information;
- Selecting Appropriate Background Information;
- Choosing the Methodology for Collecting Information;
- Qualitative Approaches to Collecting Information;

Part 2: Organisational Analysis: An Internal View

- Definition of Organisation;
- Organisational Objectives;
- The Collegium;
- Organisational Tasks;

Part 3: Organisational Analysis: A Strategic View

- External Organisational Accountability;
- Accountability to Owners/Sponsors;
- Accountability to Clients/Users/Customers;
- Accountability to Creditors;

Part 4: Internal and External Organisational Analysis: A Strategic View

- Organisational Internal Analysis;
- Organisational Strengths and Weaknesses Analysis;
- Organisational External Analysis: Opportunities and Threats Analysis;

Part 5: Information Management: Data Gathering and Analysis

- Methods of Data Gathering;
- Questionnaire, Interview and Scalar Checklist Design;
- Levels of Participant Observation;

Part 6: Communication Elements

- Project Life Cycle;
- Planning – Conceptualisation, Analysis, Proposal, Justification, Agreement;
- Doing – Start-Up, Execution, Completion, Hand Over;

Part 7: Project Management: Approaches and Methodologies

- An Introduction to Structured Systems Analysis And Design Method (SSADM);
- Feasibility Study;
- Project Definition and Profile;

Part 8: Motivating Workers in a Project Setting

- Directing or Leading;
- The Concept of Motivation;
- Theories of Motivation;

Part 9: Organisational Design: Structuring and Restructuring Organisations

- An Introduction to Organisational Design: Approaches to Organisational Design:
- Organisational Structure:
- Basis of Divisionalisation;
- The Divisional Structure Compared with the Functional Structure on the Basis of Communication, Co-Ordination, Autonomy, Control and Flexibility;
- The Organisation of The Matrix Structure Decision-Making and Communication Patterns in Functional, Divisional and Matrix Structures Compared.

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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.

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