

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

086

Business Administration Programme

Leading To:

DIPLOMA – POSTGRADUATE IN

Business Administration

Progressing To MBA

Business Administration

For Whom This Programme is Designed

This Programme is Designed For:

- Accountants;
- All Management Aspirants;
- All others who are desirous of mastering the Employee Resourcing Process.
Specifically, those who are concerned with Workforce Planning; Humana
Resource Recruitment; Human Resource Selection; Human Resource
Strategising.
- Any Non-Financial Managers who are required to read, interpret, and contribute
to business financial reports;
- Anybody who desires essential time management tools and techniques;
- Anyone from non-financial disciplines who needs to evaluate proposed business
expenditure decisions;
- Anyone who wants to build expertise in organizational design and change
management;
- Assets Accountants;
- Attorneys;
- Board of Directors;
- Brand Managers;
- Business Administration Graduates
- Business Analysts;
- Business Angels;
- Business Consultants;
- Business Consultants;
- Business Dragon;
- Business Entrepreneurs;
- Business owners to help them take accurate and timely decisions;
- Business Owners;
- Central Bank Managers;
- Chief Executive Officers who are involved with development of long-term
customers, suppliers, outsourcing Partners, and other Global Strategic Alliances;
- Client Managers;

- Consultants and External Accountants, who work with managers and executives, in support of improvements to operational and financial processes;
- Corporate Directors;
- Corporate Executives;
- Corporate Managers;
- Cost and Management Accountant;
- Currency Derivatives Specialists;
- Customer Service Staff;
- Department Heads;
- Departmental Managers;
- Divestment Managers;
- Divisional Directors;
- Divisional Managers;
- Executive and Management Development Directors;
- Executive Directors;
- Executive Managers;
- Executives who need to evaluate plans for approval and variance reports for corrective action;
- External Change Agents;
- Financial Advisors;
- Financial and budget controllers, who are seeking promotion to higher level Management;
- Financial Consultants;
- Financial planners and cost analysts;
- Financial Regulators;
- First appointment managers on fast-track development programmes;
- General Managers
- HR Generalists;
- HR Managers;
- HR Professionals;
- Human Resource (HR) Consultants;
- Human Resource (HR) Development Specialists;
- Human Resource (HR) Directors;
- Human Resource (HR) Executives;
- Human Resource (HR) Generalists;

- Managers who have to plan, cost and budget new business ventures;
- Managers who need to improve their skills in constructing and controlling their budget;
- Managers who need to know more about business planning, budgeting, costing terms and techniques;
- Managers who require a refresher programme on the topic or who would benefit from having an opportunity to consider new ideas and methods;
- Managers with direct financial responsibilities;
- Managing Directors
- Marketing Analysts;
- Marketing and Sales Personnel;
- Marketing Communication Specialists;
- Marketing Consultant;
- Marketing Executives;
- Marketing Lecturers;
- Marketing Trainers;
- Marketing Managers;
- Marketing Researchers;
- Marketing, Engineering and Human Resources Managers;
- Middle Managers;
- National Directors;
- New members of the management team who need to know more about the budgeting process.
- Non-Executive Directors;
- Organisational Analysts;
- Organisational Change Agents;
- Organisational Development Practitioners;
- Performance Consultants;
- Private Equity Managers;
- Product Directors;
- Product Managers;
- Product Oriented Team Leaders;
- Project Managers;
- Project Specialist Team Leaders;
- Public Accountants;

Programme Co-ordinator:
Prof. Dr. Crawford – Director HRODC Postgraduate Training Institute

- PhD (University of London),
- MEd. M. (University of Bath),
- Adv. Dip. Ed. (University of Bristol),
- PGCIS (Thames Valley University),
- ITC (UWI),
- Member of the Standing Council of Organisational Symbolism (MSCOS);
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Academy of Management (MAOM);
- LESAN;
- Professor, HRODC Postgraduate Training Institute;
- Visiting Professor, Polytechnic University of the Philippines (PUP)

Duration:

- **Intensive Full-Time {3 Months (5 Days or 30 credit Hours Per Week)} or**
- **Full-Time {6 Months (2 – 2.5 Days or 15 Credit Hours Per Week)}**

Cost: £45,000.00 Per 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;
- Postgraduate Diploma in **Business Administration**; 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 Programme Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**, at Programme Start and End.

****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

| Business Administration Leading to Postgraduate Diploma in Business Administration | | | | |
|---|------------------------------|---|---------------------|---------------|
| Module Number | Pre-existing Course # | Module Title | Credit Value | Page # |
| 1 | | Organisational Analysis | Single | 32 |
| 2 | 032.03 | Organisational Improvement: Revitalising Organisation Through Organisational Development and Change | Single | 36 |
| 3 | 032.04 | Enhancing Managerial Effectiveness | Single | 39 |
| 4 | 005 | Employee Resourcing: Recruitment and Selection | Single | 43 |
| 5 | 031 | Organisational Design: Structuring and Restructuring Organisations | Single | 47 |
| 6 | 004 | Motivating Workers: Intrinsic and Extrinsic Rewards | Single | 52 |
| 7 | 122 | International Trade Promotion and Marketing | Double | 54 |
| 8 | 054 | Delegating for Role and Organisational Effectiveness | Single | 59 |
| 9 | 037 | Advanced Financial Accounting for Non-Accountants | Single | 61 |
| 10 | 058 | Planning, Costing and Budgeting for Executive Decision-Making | Single | 64 |
| 11 | 011 | Financial Risk Management | Single | 69 |

Programme Objectives

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

- Accurately profile managers at different organisational levels;
- Activities as a motivation towards effective time-management;
- Address key issues in the management of quality.
- Adopt an effective follow-up system in the workplace;
- Adopt appropriate strategies for dealing with interruptions;
- Adopt different approaches in delegating;
- Adopt effective delegation techniques;
- Analyse education, training and development programmes, determining their potential effectiveness (fit-for-purposeness);
- Analyse how delegation contributes towards effective time management;
- Analyse the concept of leasing in relation to delegating;
- Analyse the perception in each role;
- Apply effective time management to competitive situations;
- Apply the 'equity' theory to work situation from a 'differentiation perspective', rather than an 'equality perspective';

Programme Contents, Concepts and Issues

Module 1

Business and Organisational Analysis

M1 - Part 1: Contextualising Organisational Analysis

- Organisations: A Definition;
- Formal and Informal Organisations: A Distinction;
- Organisational Task and Task Groupings;

M1 - Part 2: Role in an Organisational Context (1)

- Role: A Definition;
- The 'Role Set';
- Role and Role Relationships;

M1 - Part 3: Role in an Organisational Context (2)

- The Relationship between an Incumbent's Experience and Role Enactment;
- The Relationship between an Incumbent's Role Perception and His or Her Role Performance;

Module 2

Organisational Improvement: Revitalising Organisations through Organisational Development and Change

M2 - Part 1: Organisational Development: Salient Issues

- What is Organisational Development?
- OD and Organisational Effectiveness;
- Differing Perspectives of Organisational Development;

M2 - Part 2: Micro and Macro Organisational Development: Their Respective Direct and Indirect Contribution to Organisational Improvement and Eventual Effectiveness (1)

- Micro Organisational Development;
- The Quality of Working Life;
- Aspects of Quality of Working Life;
- Adequate and Fair Compensation;
- Healthy and Safe Working Conditions;

M2 - Part 3: Micro and Macro Organisational Development: Their Respective Direct and Indirect Contribution to Organisational Improvement and Eventual Effectiveness (2)

- Protection of Total Life Space;
- Social Relevance of Work;
- Sensitivity Training;

Module 3

Enhancing Managerial Effectiveness

M3 - Part 1: Time Management

- Time Management Defined;
- Time in an Organisational Wide Context: Acting in Time;

- The Cost of Time;

M3 - Part 2: Contextualising Time Management

- The Four D's of Time Management:
- Managing Multiple Task and Deadlines;
- Combating Work Related Stress;
- Balancing Personal and Professional Life;

M3 - Part 3: Setting Goals/Objectives, Planning and Getting Organised

- Setting Goals and Objectives:
- Planning:
- Effective Follow-up System;
- Developing Time Management Habit.

Terms and Conditions

HRODC Policy Terms and Conditions Are Available for viewing
at: <http://www.hrodc.com/COSTS.htm>

Or Downloaded,

at: http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.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