

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

032.B1

Organisation and Management: Pertinent Issues

Course or Seminar

Leading To:

DIPLOMA – POSTGRADUATE IN

Organisation and Management Block 1

Accumulating to

POSTGRADUATE DIPLOMA

Executive Management

Progressing To

Executive *MBA*

Course Co-ordinator:**Prof. Dr. R. B. 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).

For Whom This Course is Designed**This Course is Designed For:**

- Corporate Managers;
- Executive Managers;
- Senior Managers;
- Middle Managers;
- Junior Managers;
- Human Resource Managers;
- Board of Directors;
- Entrepreneurs;
- Supervisors;
- Organisational Development Practitioners;
- Management Graduates;
- Management Lecturers;
- Individuals with a genuine interest in Issues associated with Organisational Management.

Duration: 5 Days**Cost: £5,000.00 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;
- Diploma – Postgraduate –in **Diploma – Postgraduate in Organisation Management and Executive Management Block 1**; 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

**Organisation and Management: Pertinent Issues
Leading to Diploma – Postgraduate – in Organisation and Management
and Executive Management Block 1**

Block 1 Objectives

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

- Classify formal and social organisations;
- Classify business and non-business organisations;
- Recognise power and authority;
- Extricate social & business objectives;
- Classify internal and external accountability;
- Develop strategies to manage an organisation effectually in stable and turbulent times;
- Demonstrate a heightened understanding in carrying out the elements of management;
- Demonstrate their ability to establish an effective co-ordinating mechanism;
- Design a 'leadership strategy', which has a high probability of greatly enhancing worker motivation and improving their morale - factors crucial to organisational success;
- Influence their leadership style in such a way that they develop the flexibility to manage their organisations and subsystems effectively, in stable and turbulent times;
- Discuss the key issues in designing effective organisations;
- Establish objectives in designing the mechanism for success;
- Apply effective time management to competitive situations;
- Demonstrate a heightened understanding about the importance of delegation in human resource & organisational development;
- Demonstrate a heightened understanding about the importance of communication in the process of delegation;
- Determine the factors that delegates should ascertain before delegating tasks;
- Determine the support that delegates should give to their delegates during their performance of the specified tasks.

Block 1 Contents, Concepts and Issues

B1 - Part 1: Crucial Elements of Organisational Analysis

- Introduction to Formal Organisations;
- Definition; Objectives – Social and Business;
- Tasks;
- Division of Work/Labour;
- Delegation;
- Responsibility;
- Accountability;
- Authority;
- Power;
- Roles;
- Informal Organisations;
- Case Study Analysis.

B1 - Part 2: The Functions of Management: Salient Issues (1)

- The Functions of Management;
- The Management Process: Its Universality;
- Planning: The Basis for the Emanation of Subsequent Functions;
- The Different Types and Levels of Planning:
 - Planning As Objective Establishment;
 - Planning As a Procedural Issue.
- Organising Process, People and Subsystems;
- Fundamental Issues in Designing Organisations;
- Management Implications for Tall and Flat Structures;
- An Introduction to Basic Organisational Forms:
 - Simple Structure;
 - Functional Structure;
 - Divisional Structure;
 - Matrix Structure.

B1 - Part 3: The Functions of Management: Salient Issues (2)

- Organisational Design as a Function of Organisational Dynamics;
- Important Considerations in Organisational Design.
 - Designing For Effective Product/Service Management;
 - Designing For Communication Effectiveness;
 - Designing For Effective Client/Customer Focus.
- Importance of Vertical and Horizontal Relationships;
- Directing or Leading;
- Directing or Leading? : A Question of Leadership Styles and Administrative Strategies;
- Directing or Leading? : Managerial Control Vs Worker Autonomy;
- The Relationship between Leadership and Worker Motivation;
- Co-Ordinating - Mintzberg's Bases of Co-Ordination;
- Mutual Adjustment;
- Direct Supervision.

B1 - Part 4: The Functions of Management: Salient Issues (3)

- Output;
- Standardisation of Input;
- Standardisation of Work Process;
- Managing Organisations in a Stable Environment;
- Managing Organisations in an Unstable Environment;
- Increased Leisure Time;
- Enhanced Job Satisfaction;
- Reduced Stress;
- More Opportunity to Switch Off After Hours;
- More Room for Forward Planning and Long-Term Solutions;
- Higher Creativity;
- Time Management Tips for Managers;
- Reducing Time Spent On Meetings;
- Meeting Management;
- The Trading Game Scenario.

B1 - Part 5: Delegating for Organisational Effectiveness

- What Is Delegation?;
- Advantages of Delegation to Delegates;
- What Might Be Delegated?;
- Benefits of Delegation to Delegates;
- Prerequisites for Effective Delegation;
- Support Necessary during Task Performance;
- Importance of Communication in Delegation;
- Importance of Power and Authority in Delegation;
- Problems of Ineffective Delegation.

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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.

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