

HRODC Postgraduate Training Institute



#001

Dynamics of Organisational Change Management

Course or Seminar

Leading To:

**DIPLOMA - POSTGRADUATE IN
Organisational Change Management
Accumulating to**

**POSTGRADUATE DIPLOMA
Progressing To A Masters Degree –
MBA – MSc – MA**



Wolverhampton (HQ) 122A Bhylls Lane, Wolverhampton, WV3 8DZ, United Kingdom Telephone: +44 (0) 1902 763 607 +44 (0) 1902 569133 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com Websites: (1) http://www.hrodc.com (2) http://hrodc-business-products-and-services.com		London Office 328 Linen Hall, 162-168 Regent Street, London. W1B 5TD, United Kingdom Telephone: +44 208 133 2760 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com Websites: (1) http://www.hrodc.com (2) http://hrodc-business-products-and-services.com
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HRODC Postgraduate Training Institute - UKRLP Registration



HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).
Its Registration Number is 10019585
and can be verified at <http://www.ukrlp.co.uk/>

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)

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

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOS, MISGS, Visiting Prof. P.U.P.

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UKLP Registration No: 10019585
UKLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

For Whom This Course is Designed

This Course is Designed For:

- ✓ Consultants
- ✓ Senior Managers
- ✓ Middle Managers
- ✓ Junior Managers
- ✓ Internal Change Agents
- ✓ External Change Agents
- ✓ Those desirous of managing the change process effectively

Duration: 5 Days

Cost:

- ✓ **£4,000.00 Per Delegate for UK Delivery**
- ✓ **£5,000.00 Per Delegate for Delivery outside the UK**

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 Country Souvenir;
- ✓ Free Stationery;
- ✓ Free On-site Internet Access;
- ✓ Leather Conference Folder;
- ✓ Conference Ring Binder;
- ✓ Institute's Polo Shirt.
- ✓ Diploma – Postgraduate - or

✓ Certificate of Attendance and Participation – if unsuccessful on resit.

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

Location: Central London and International Locations

Schedule - Part 1:

http://hrodc.com/HRODC_Seminar_Schedule_06-07.International_Seminar_Schedule_UK_Seminars.htm

Click to book this course:

http://www.hrodc.com/Course_Booking_Form_London_Dubai_Kuala_Lumpur_Paris_Johannesburg_Cairo_Jeddah_Abu_Dhabi_Kuwait_MBA_MSc_MA_Course.htm

Dynamics of Organisational Change Management

Leading to Diploma-Postgraduate in Organisational Change Management

Product Differentiation

This change management seminar seeks to empower corporate and operational managers, and change agents, in particular, to manage the change process effectively.

- ❖ While I am aware of their general popularity, this is not just another change management seminar. It is a change management seminar with major differences, the first of which is the fact that the one on offer is research-driven.
- ❖ For example, the concept of 'change acceleration' is new, emerging out of Prof. Dr. Crawford's empirical research. The 'Dynamics of Organisational Change Management' is the first change management seminar in which 'change acceleration' is discussed.
- ❖ Delegates of this change management seminar will, therefore, benefit from the new knowledge and expertise that this seminar guarantees, improving their value to their organisations, as they strive towards acquiring and, or, maintaining their competitive advantage.
- ❖ They will benefit immensely from the expertise of Dr. Crawford, as a senior academic, consultant and trainer.

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- ❖ The delegate activities of the seminar are carefully designed to ensure that the objectives of this change management seminar are achieved.
- ❖ They are based on sound principles of learning and development, taking individual variants into account.
- ❖ These activities also address the levels of competence that delegates achieve, and will be measured continuously throughout the seminar, with a view to enhancing their improvement.

Course Objectives

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

1. Demonstrate their awareness of the inevitability of organisational change
2. Demonstrate the need for a proactive stance in relation to Organisational change
3. Demonstrate their ability to conduct an Internal environmental analysis—SW
4. Exhibit their ability to conduct an external environmental analysis—OT
5. Synthesize the relationship between Internal and external environmental analyses—SWOT
6. Determine the factors, which contribute to workers' resistance to change
7. Suggest the efforts, which an organisation might employ to reduce workers' resistance to change
8. Demonstrate their awareness of change management and human resource implications
9. Distinguish between change strategies and approaches to change
10. Illustrate the advantages and disadvantages of each strategy
11. Manage latent and manifest resistance to change
12. Determine the situations when a particular approach might be appropriate
13. Determine the most effective ways of communicating change decisions to workers
14. Illustrate the advantages and drawbacks of group involvement in decisions related to change
15. Design measures, which will ensure change institutionalisation

16. Demonstrate leadership in the implementation of change, whilst avoiding whilst avoiding Human and Organisational Casualties

Course Contents, Concepts and Issues

1. Defining and Exploring Organisational Change Context
2. Perspectives of Organisational Change
3. Organisational Change as Organisational Development
4. What Is Organisational Development?
5. OD and Organisational Effectiveness
6. Concerns of Organisational Development
7. Teams and Groups
8. Group: A Definition
9. Teams
10. Autonomous Team
11. Team Dynamics
12. Types Of Groups
13. Command Teams
14. Committees
15. Task Force
16. Boards
17. Group/Team Formation
 - ✓ Stage 1: Forming
 - ✓ Stage 2: Storming
 - ✓ Stage 3: Norming
 - ✓ Stage 4: Performing
 - ✓ Stage 5: Disbandment
18. Dysfunctional Behaviour
19. Group Building and Maintenance Roles
20. Organisational Climate
21. Organisational Culture

22. Open System of Communication
23. Resonance
24. Strategic Operational Review
25. Change and Its Inevitability
26. Anticipating the Need for Change
27. Resistance to Change - Latent and Manifest
28. Change Management and Human Resources Implications
29. Internal and External Environmental Analysis—SWOT
30. Internal Environmental Analysis—SW
31. External Environmental Analysis—OT
32. PESTEL Analysis
 - ✓ Political Context
 - ✓ Economic Context
 - ✓ Social Context
 - ✓ Technological Context
 - ✓ Environmental Context
 - ✓ Legal Context
33. Change Planning and Implementation
34. Pertinent Factors Associated with Change Implementation
35. Approaches to Change: Their Merits and Demerits
36. The Big Bang Approach
37. The Incremental Approach
38. Strategies For Effecting Change
39. Influence Change Strategies: When They Should Be Used or Avoided
40. Control Change Strategies: When They Should Be Used or Avoided
41. Communicating Organisational Change (organizational change)
42. Communication Media: Mass or Personalised Communication?
43. Mode and Channels of Communication
44. Getting the Message Right
45. Timing of Communication
46. Who Should Communicate What, When?

47. Use of Groups in Change Process
48. Managing Latent and Manifest Resistance to Change
49. Effective, Overall, Change Leadership
50. Leading Change Implementation
51. Selecting the Appropriate Change Agent – Internal or External
52. Speed of Change
53. Change Acceleration: Averting Organisational (organizational) and Individual Casualties
54. Change Acceleration Case Studies:
 - ✓ Hellshire University
 - ✓ Dixie University
 - ✓ Horatio Manufacturing Company
55. Change Tolerance and Individual Stress Levels
56. Managing the External Environment: Improving Perception and Instilling Confidence
57. Stakeholders, Generally
58. Shareholders and Funding Agents
59. Customers and Clients
60. Potential Customers and Clients
61. Change Institutionalisation: Returning to Normality

Synopsis of Diploma – Postgraduate, Postgraduate Diploma and Postgraduate Degree Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction and Assessment Requirement

Delegates studying courses of 5-9 days duration, equivalent to 30-54 Credit Hours (direct lecturer contact), will, on successful assessment, lead to the Diploma – Postgraduate. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively. Delegates and students who fail to gain the required level of pass, at Postgraduate Level will receive a Certificate of Attendance and Participation. The Certificate of Attendance and Participation will not count, for cumulative purpose, towards the Postgraduate Diploma.

Courses carry varying credit values; some being double credit, triple credit, quad credit and 5-credit, etc. These, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Credit Value and Credit Hours examples of Diploma – Postgraduate Courses are as follows:

Credit Value	Credit Hours
Single-Credit	30-36
Double-Credit	60-72
Triple-Credit	90-108
Quad-Credit	120-144
10-Credit (X36 Credit-Hours) to 12-Credit (X30 Credit-Hours)	360

Other Credit Values are calculated proportionately.

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of Postgraduate Diploma, candidate 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 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.

Diploma – Postgraduate, Postgraduate Diploma and Postgraduate Degree Application Requirements

Applicants for Diploma – Postgraduate, Postgraduate Diploma and Postgraduate Degrees are required to submit the following documents:

- ✓ Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- ✓ A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- ✓ Copies of credentials mentioned in the application form.

Admission and Enrolment Procedure

- ✓ On receipt of all the above documents we will make an assessment of the applicants' suitability for the Programme for which they have applied;
- ✓ If they are accepted on their Programme of choice, they will be notified accordingly and sent Admission Letters and Invoices;
- ✓ One week after the receipt of an applicant's payment or official payment notification, the relevant Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- ✓ Non-European Students will be sent immigration documentation, incorporating a Visa Support Letter. This letter will bear the applicant's photograph and passport details;
- ✓ Applicants will be notified of the dates, location and venue of enrolment and orientation;
- ✓ Non-UK students will be sent general information about 'student life' in the UK and Accommodation details.

Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time Mode (3 months);
2. Full-time Mode (6 month);
3. Video-Enhanced On-Line Mode.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit. Twelve 5-day short courses, representing twelve credits or the equivalent of 360 Credit Hours are, therefore, required for the Award of Postgraduate Diploma.

A six-day course (Diploma – Postgraduate) is, therefore, equivalent to 36 hours Credit Hours, representing one credit. Therefore, ten short courses, of this duration, equates to the required 360 Credit Hours, qualifying for the Award of Postgraduate Diploma. While double-credit courses last between ten and fourteen days, triple-credit courses range from fifteen to nineteen days. Similarly, quad-credit courses are from sixteen to nineteen days. On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

Progression to Postgraduate Degree – MA, MBA, MSc

- ✓ On the successful completion of the *Postgraduate Diploma*, delegates may register for the Masters Degree, after their successful completion of Course #7: *Research Project: Design, Conduct & Report*.
- ✓ The Delegates' Degree Registration Category will be dictated by the courses or modules studied at Postgraduate Diploma Level. The categories relate to Master of Business Administration (MBA); Master of Arts (MA) Master of Science (MSc); Executive Master of Business Administration (Executive MBA). Additional details are provided in the document entitled: regulation For HRODC Postgraduate Training Institute Diploma – Postgraduate - Postgraduate Diploma and Masters Degree – MA, MBA, MSc.

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.

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