

# CHARTERED PROFESSIONAL DIPLOMA IN LEADERSHIP & MANAGEMENT Training Program



With a very unique concept and requirement of corporate sectors and Individuals; the portfolio has been designed and suitable for Graduates, First Line Managers, Middle Managers and Top Managers. This unique program is designed very intelligently with the consensus of management gurus and taken up at all levels of the organization's managers and their functions. Organization needs to develop their managers/professionals/Individuals by time to time, who should meet the targets and goals on time with recent market challenges. That's only possible when organization groomed their managers/staff with a continuous process through training & development.

The team of "3D EDUCATORS" having the vast experience of training & development and developed almost 50000+ candidates in all over the world, who are serving in the different communities of the world. We also have list of trainers, who have provided their services as a trainer in the different vicinities of the world and also designed new required training programs. This Chartered Professional Diploma of Leadership & Management is one example for all managers who are performing their duties in the organizations and would like to groom their selves by time to time through our workshop system.

This Professional Diploma Program is catering all the aspects of the organization and divided into 24 workshops. The topics of the workshop are the most required and demanded in corporate sectors. Total Duration of the workshop is one year, where the schedule shall be provided by the 3D EDUCATORS.

## Program Benefits to:

- **INDIVIDUALS**
  - Who are working in the organization and would like to develop their skills with respect to leadership & management
- **ORGANIZATION**
  - Complete solution of training & development for all types of employee
  - Suite to Assistant, First Line Managers, Middle Managers, Top Managers
- **ENTREPRENEURS**
  - Those who are running their own businesses and like to develop their people as self motivated and organized personnel.
- **PROJECT MANAGERS**
  - The people who are involved in the huge Projects and like to use and develop their skills as Leader.

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# Program Details

## INAUGURATION

The Chartered Professional Diploma of Leadership & Management Program will be inaugurated by a senior member of **3D-EDUCATORS**.

## PROGRAM STRUCTURE

Total Workshops	24
One Credit Hour	10 Learning Hours
Total Credits Required to complete the diploma	48 Credit Hours
Each Workshop Credit	2 Credit
Duration of each Workshop	8 Hours
Total Credits Hours	48 Credit hrs
<b>After 12 Workshop</b>	Level Certified
<b>Each Workshop Certification OPTIONAL</b>	If you need each workshop certificate then ask Administration
<b>Total Hours</b>	<b>480 Hrs</b>
<b>Total Duration</b>	<b>One Year</b>

## ENROLLMENT PROCESS

One time enrollment is required to start the professional diploma of Leadership & Management, where the candidate must have to complete

the 24 workshops within four years of time. Otherwise they are not able to demand the Diploma from International Body.

### **FURTHER BENEFITS OF THE PROGRAM**

- Organization's management required strategic thinking at all levels of management, this diploma encourage the managers for betterment of the organization
- Individuals like to increase their profile with better career, this program also give the clear and right direction to select the right pathways.
- The training & development culture introduced and increased at the all level of organization.
- The program helps to motivate teams and build their capabilities according to the requirement.
- It will boost the culture in the organization to transfer skills from people to people.
- Stakeholders assure that work shall be completed in time and targets would also be achieved.
- New Projects emerged by the managers for more productivity.

### **OTHER LEARNING ACTIVITIES:**

Work Based Assignments for each workshop at least...	1
Learning Activities in each workshop at least...	1
<b>For Applying Diploma</b>	
Final Presentations Shall be given by Each Trainee of at Least TWO HOURS	1
<b>For Applying Diploma</b>	
Question Answer Session one hour	1
<b>One Final Project Submitted By Each</b>	
Trainee Of Around 60 Pages In Hard Coded Form (Two Copies)	1

## **CHIEF TRAINER OF THE PROGRAM**

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### **DR. MUHAMMAD SHAHEER WAQAR**

PhD, MBA, MS,  
Microsoft Partner  
MCSE, MCDBA Certified  
CISA, CISSP, PMP, A+, ITIL Certified  
Educational Design Consultant  
PRESIDENT OF 3D GROUP  
CHIEF TECHNOLOGY OFFICER

Dr. Muhammad Shaheer Waqar as president of 3D Group and Educational Design Consultant of the forum of Leadership & Management Society has work enormously in the execution of this program. Due to his unique ideas is really creating the edge in the corporate market and make the organization more effective and efficient. He also creates the opportunity to individuals and organizations, which can get the benefits from this state of art program and become more productive.

We “3D EDUCATORS” Team are thankful and highly appreciated to Dr. Muhammad Shaheer Waqar who provided this wonderful accredited and recognized program for all managers for any sort of organization.

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## **Program Syllabus**

### **PROGRESSION OF THE PROGRAM**

#### **Chartered Professional Diploma in Leadership & Management**

<b>Total Credentials</b>	=	48 Credit Hours
<b>One Credit Hours</b>	=	10 Learning hours
<b>Total Workshops</b>	=	24

**Final Assessment:** The Participant should have to pass the workshop and it's based on the assessment.

#### **Awarding of Chartered Professional Diploma in Leadership & Management**

Once the participants shall get the 48 Credits hours through workshop, then S/he will be able to apply to receive the Chartered Diploma of Leadership & Management.

## **JOURNEY TO LEADERSHIP CHARTERED PROFESSIONAL DIPLOMA**

### **2 CREDIT WORKSHOPS:**

1. Developing yourself with Leadership Skills
2. Understanding Recruitment and Selection of New staff in workplace
3. Managing, Recruitment and Placement of People in the Organization
4. Deploying Effective Labour Laws (Inspiring SA 8000)
5. Problem Solving and Effective Decision Making
6. How to motivate your employees
7. Effective Writing for Business
8. How to make and give professional presentations
9. How to develop effective teams
10. How to conduct effective meetings
11. Managing Products & Its Marketing
12. Incident Management and Disaster Recovery in workplace
13. How to Become an Effective Manager
14. How to Develop Internal Audit Systems in your organization
15. How to develop effective information system in your organization
16. Developing Health Safety Standards at your workplace
17. Improving Projects through Project Management Techniques
18. Making Effective Supply Chain Management System In your Organization
19. Enterprise Resource Planning System with foundation of SAP and Oracle Apps
20. Finance for Non Financial Managers
21. Importance of Information System Securities and Audits
22. How to develop your business more effective
23. Improving Quality Management
24. Customer Services Support and Management

## **TERMS & CONDITIONS**

### **ENROLLMENT PROCESS IN DIPLOMA**

The Participants shall have to enroll before entering to the Leadership & Management Diploma Program with a formal fee of enrolment. The Enrolment is only acceptable at 3D EDUCATORS Official Institute.

(Please Note: Our all Official addresses and Phone Numbers of all offices or institutes are published at our official website i-e: <http://www.3deducators.com>. If you are online candidate, you are requested to kindly ensure our official address through our official email [info@3deducators.com](mailto:info@3deducators.com) or our official addresses that are mentioned our website, before sending any information or fee.)

### **WITHDRAWAL FROM THE DIPLOMA**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

### **CONDUCT AND DISCIPLINE**

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### **EVALUATION AND GRADING**

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100. In the Diploma of Leadership & Management the candidate must to have to submit the assignments that have been provided by the trainer & consultants.



**FINAL CERTIFICATION SHALL BE AWARDED BY IMRTC (INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM) – USA**



Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

<b>A</b>	<b>87 - 100</b>
<b>B+</b>	<b>81 - 86</b>
<b>B</b>	<b>72 - 80</b>
<b>C+</b>	<b>66 - 71</b>
<b>C</b>	<b>60 - 65</b>
<b>F</b>	<b>below 60</b>

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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## **LIVE ONLINE INSTRUCTOR LED CLASSES**

### **FACILITY AVAILABLE**

- Instructor Led Training
- Join from anywhere from the world
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

### **PRECAUTIONARY MEASURES**

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.

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Suite # 7, Nobel Heights, Opposite Sales Tax House, KDA Scheme # 7, Main University Road – Karachi, 0333-2402474, 0322-2083032, 9221-34141329, 9221-34857148, , [info@3deducators.com](mailto:info@3deducators.com), <http://www.3deducators.com>



**FINAL CERTIFICATION SHALL BE AWARDED BY IMRTC (INTERNATIONAL  
MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM) – USA**



- ✓ Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.



## **DISTANCE NOT MATTER**

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

### **CONTACT US:**

9221-34141329

9221-34857148

0333-2402474

0322-2083032

[info@3deducators.com](mailto:info@3deducators.com)

<http://www.3deducators.com>

**(Get the Admission Form)**

[Admission Form](#)

**MANAGEMENT**

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**FINAL CERTIFICATION AWARDED BY IMRTC – USA**



**SAMPLE CERTIFICATE**

**CERTIFICATE  
OF EXCELLENCE**

IMRTC USA Recognized

**CERTIFICATION**



*This is to Certify That*  
**Mr. Danny Jones Wales**  
*has successfully met the certification requirements as outlined in  
IMRTC content and the policies adopted thereunder; hereby grants the certification of*

**Certified OHSAS 180001 Lead Implementation**

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



*Cheryzel Rhodes*

Principal of Institute

Director Affiliations and Official Affairs

**INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM**

Address: 2 Amy Avenue, Edison NJ 08817 NEW JERSEY - United States of America

Chapter ID: AS2933770

Partnership ID: AS5588322\_Pakistan

Verification@imrtc.org

**CERTIFICATE OF AUTHORIZATION**



**CERTIFICATE  
OF AUTHORIZATION**

IMRTC USA Recognized

**CERTIFICATE OF AUTHORIZATION**



*This is to Certify That IMRTC Authorized*

**3D EDUCATORS - TRAINERS & CONSULTANTS**

*to work as Training & Research Partner in capacity of  
PARTNER THROUGH PAKISTAN CHAPTER  
for the scope of activity shown below in accordance with the applicable rules of  
the IMRTC. The use of this certification and the authority granted by this  
Certificate of Authorization are subject to the provision of agreement set  
forth in the application.*

*The validity of this certificate is for Two Years from the date of Issuance  
and will increase according to the performance  
Issuance Date: 16 Aug 2015*

*Cheryzel Rhodes*

Director Affiliations and Official Affairs



Chapter ID: AS2933770

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