

# Executive Diploma\* in Learning & Development Management

**L&D Executive Foundation: Master the Ops**  
*Jointly program by City University & UpSkillingMinds*

## Why This Program?

Most new L&D Executives struggle because they never received formal training. This Diploma builds the core operational skills needed to run L&D smoothly, confidently and professionally.

## What Makes This Diploma Stand Out



Certificate issued by **City University**



Hands-on, practical **L&D** operations



Designed for **real workplace application**



Taught by **active industry practitioners**



Real-workplace Tools & Templates



Capstone: **Needs Identification + Ops Portfolio**



In Collaboration with



City University

**\*Note: This is non-MQA accredited program**

# Build Your L&D Operations Capability

## Program Highlights

### Modules Overview

- 1 Coordination & Logistics
- 2 Training Requests & Basic Needs Identification
- 3 Materials & Documentation
- 4 Stakeholder Communication
- 5 Reporting & Evaluation
- 6 Hybrid Learning & LMS Basics



### Entry Requirements

- ✓ Minimum **SPM**
- ✓ Currently in an L&D or learning-related role



### Program Duration (6 Months)

Starting **17 April** — **Every 3rd Friday**



### Payment Method

- ✓ 0% Credit card installment plan
- ✓ HRDC Claimable

## Take the Next Step

Transform your career and demonstrate measurable business results with strategic LD skills.

Contact us:

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✉ [enquiries@upskillingminds.com](mailto:enquiries@upskillingminds.com)



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