

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17th Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

2 +254 700 722 522 | **3** +254 722 300 245.

admin@achrp.org | https://achrp.org

NITA: NITA/TRN/1234

Essential Skills for Workplace Coaching Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
7th May, 2022	8:30 AM-11:30 AM	3 Hour(s)	Webinar, Zoom	1	1,000.00

Course Overview

IHRM: C00259

Course Objectives

By the end of this program, participants will be able to;

- · Coaching Introduction and Background
- · Coaching principles and characteristics
- Important concepts of coaching
- Coaching models
- Types of coaching and coaching styles
- · Coaching sessions and approaches
- · Key Learning's

Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

• Managers and supervisors responsible for team performance.

Video Link(s)

Module Title Video Link

Den Pil Lathita CHRP. Den PN Gathitu

Secretary General Academy of Certified Human Resource Professionals



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DATE: 05:11:2025		PROFORMA INVOICE							
Invoice To:									
QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)					
1	Essential Skills for Workpla training	1,000.00	160.00	1,160.00					
GROS	S: One Thousand One Hund	red Sixty			1,160.00				
PAYMENT DETAILS									
Pay Bill No: 247247 Account No.: 300245 Amount: KES 1,160.00									
Bank Name: Equity Bank Account Name: Academy of Certified Human Resource Professionals Ltd Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3									
NOMINEE DETAILS									
We wish to Nominate our employee(s) listed below to attend the above training:									
#	NAME	EMAIL ADDI	EMAIL ADDRESS						
NOMINATION AUTHORIZATION & FUNDING CONFIRMATION									
I, the undersigned, authorize this nomination and confirm that funds are available for this training.									
Name of Authorizer:									
Position:									
Mobile Phone No.: Email Address:									
Organization KRA PIN: Signature:									
Date: Stamp:									
Email this document to <u>admin@achrp.org</u>									
NB: No credit facilities. Full payment is required before participation.									