

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.

NITA: NITA/TRN/1234

11th HR Symposium Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
16th - 20th Oct, 2023	08:30 AM-11:30 AM	5 Day(s)	PrideInn Express Nyali, Mombasa	6	60,000.00

Course Overview

IHRM: C00259

The 11th HR Symposium will engage participants on management of people using performance, planned goals and objectives, measurement, feedback and recognition to motivate employee's to realize their maximum possible performance levels. The delegates will further examine the necessity of Performance Appraisal (PA) in the process of determining the personality, performance and potential of the employees of an organization as well as communicating to an employee how he or she is performing the job and establishing a plan for improvement. Performance Management refers to management of people using performance, planned goals and objectives, measurement, feedback and recognition to motivate people to realize their maximum potential. Hence, it is crucial that an employee as well as his Manager should strive to improve the employee's performance levels to its maximum possible capability.

Course Objectives

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

- Understand Strategic Performance Management Systems.
- Learn How to Conducting Effective Performance Appraisals.
- Learn Employee Performance Improvement Strategies.

Target Groups

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

CHRP. Den PN Gathitu Secretary General

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

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DATE: 05:11:2025		PROFORMA INVOICE							
Invoice To:									
QTY	DESCRIPTION			NET (KES)	VAT	(KES)	GROSS (KES)		
1	11th HR Symposium training			60,000.00	9,600.00		69,600.00		
_	Trui iir Symposium truining			33,333,33	2,000.00		00,000.00		
GROSS: Sixty Nine Thousand Six Hundred							69,600.00		
PAYMENT DETAILS									
Pay Bill No: 247247									
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 ADDRESS			TELEPHONE		
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.