

#### Academy of Certified Human Resource Professionals Ltd.

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

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

**=** +254 700 722 522 | **S** +254 722 300 245.

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

NITA: NITA/TRN/1234

### **Managing & Improving Employee Performance Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
18th - 22nd Mar, 2024	08:30 AM-11:30 AM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

### **Course Overview**

IHRM: C00259

This comprehensive five-day training program focuses on managing and improving employee performance. Participants will gain an in-depth understanding of the importance of employee performance and its relevance to organizational success. They will learn about the role of knowledge, skills, and abilities in performance, identify common reasons behind poor performance, and grasp the necessity for appropriately set performance objectives. This course will also cover different performance measurements, evaluation techniques, and the traits influencing employee outcomes. Tools for collecting performance feedback and probing questions to stimulate employee self-improvement will be explored, alongside strategies and training to enhance performance. Participants will also become familiar with competency systems and how to effectively implement Performance Improvement Plans (PIPs).

## **Course Objectives**

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

- Understand the critical importance and impact of employee performance on organizational success.
- Identify and address the roots of poor employee performance.
- Set clear, actionable performance objectives.
- Learn about various performance measures and how to apply them effectively.
- Examine the traits and competencies that influence employee performance.
- Explore tools and methods for collecting and using performance feedback.
- Design strategies and plans to enhance employee competence and performance.

### Target Groups

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

- HR Professionals
- People Managers
- HR Executives

DenPOGethilu

CHRP. Den PN Gathitu **Secretary General Academy of Certified Human Resource Professionals** 



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DATE: 05:11:2025 PROFO		PROFORMA IN	NVOICE					
Invoic	е То:							
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	Managing & Improving Employee Performan training		60,000.00	9,600.00	69,600.00			
GROSS: Sixty Nine Thousand Six Hundred					69,600.00			
***PAYMENT DETAILS***								
<b>Pay Bill No:</b> 247247 <b>Account No.:</b> 300245 <b>Amount:</b> KES 69,600.00								
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	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:								
Email this document to <u>admin@achrp.org</u>								
NR. No credit facilities. Full payment is required before participation								