

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 | shttps://achrp.org

NITA: NITA/TRN/1234

IHRM: C00259

Mastering Performance Management Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|-----------------------------|-------------------|----------|--------------------------------|-----|--------------------|
| 29th Jul - 2nd Aug, 2024 | 08:30 AM-11:30 AM | 5 Day(s) | Lake Naivasha Resort, Naivasha | 6 | 60,000.00 |

Course Overview

Welcome to the Mastering Performance Management course—a transformative journey that unlocks the secrets to optimizing individual and organizational performance. Whether you're an HR professional, a team leader, or an aspiring manager, this course will equip you with the tools to elevate your team's effectiveness. Performance Management is an important management tool which is critical for every organization.

Course Objectives

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

- Understanding Performance Management.
- Elements of an Effective Performance Management System.
- Navigating the Performance Management Process.
- The Key to Effective Performance Management
- Performance Appraisal vs. Performance Management
- Performance Appraisal Methods
- Crafting Performance Goals
- Tips for Successful Performance Management
- Decoding Key Performance Indicators (KPIs)
- Challenges and Pitfalls
- Avoiding Errors in Performance Management

Target Groups

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

- Line Managers & HOD's,
- Team Leaders & Supervisors
- Managers who know that people drive results.

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



Academy of Certified Human Resource Professionals Ltd.

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

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

1 +254 700 722 522 | **3** +254 722 300 245.

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

IHRM: C00259 NITA: NITA/TRN/1234

| DATE: 0 | D5:11:2025 | PROFORMA | INVOICE | | | | | | | | |
|--|---|-------------------|-------------------|--------------------|----------------|--|--|--|--|--|--|
| Invoice To: | | | | | | | | | | | |
| | | | | | | | | | | | |
| QTY | DESCRIPTION | | NET (KES) | VAT (KES) | GROSS (KES) | | | | | | |
| 1 Mastering Performance Management trainin | | | 60,000.00 | 9,600.00 | 69,600.00 | | | | | | |
| | | | | | | | | | | | |
| GROS | S: Sixty Nine Thousand Six I | 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 ADDI | TELEPHONE | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| NOMINATION AUTHORIZATION & FUNDING CONFIRMATION | | | | | | | | | | | |
| Ι, the ι | undersigned, authorize this n | omination and con | firm that funds a | re available for t | 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> | | | | | | | | | | |

NB: No credit facilities. Full payment is required before participation.