

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

Regus Suites, 17<sup>th</sup> 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

### **Mastering Disciplinary Management Training**

| Date                  | Time              | Duration | Venue                          | CPD | Cost (Excl. VAT)PP |
|-----------------------|-------------------|----------|--------------------------------|-----|--------------------|
| 23rd - 27th Sep, 2024 | 08:30 AM-11:30 AM | 5 Day(s) | Lake Naivasha Resort, Naivasha | 6   | 60,000.00          |

#### **Course Overview**

IHRM: C00259

Unlock the power of effective disciplinary management with our intensive five-day course, designed to arm you with the essential skills and knowledge to handle disciplinary processes with confidence and legal precision. Tailored to the Kenyan legal framework, this program blends theoretical insights with practical exercises, ensuring you master the art of maintaining organizational order and performance. Gain hands-on experience in leading disciplinary hearings, and develop the communication and investigative skills necessary for success. Join us to transform your approach to disciplinary challenges and elevate your managerial acumen.

# **Course Objectives**

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

- Understand the role importance of discipline in an organization, including the role of HR department and line departments on discipline.
- Learn the basis for conducting a disciplinary hearing and its objectives.
- Understand relevant labour legislation that applies to employee discipline within the Kenya legal framework.
- Grasp the composition and functions of a disciplinary committee, and the role of the players in the hearing: Chairperson, Secretary, HR, Employee's Representative.
- Acquire essential skills in conducting a disciplinary investigation and writing an investigation report.
- Master the end-to-end procedure of conducting a professional disciplinary hearing.
- Comprehend relevant issues in a disciplinary hearing, such as: basic the rules of evidence (examination of witnesses, cross examination of witnesses), consideration of mitigating and aggravating factors.

## 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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| DATE: 05:11:2025   |  | PROFORMA I | NVOICE                  |           |             |  |  |  |
|--|--|------------|-------------------------|-----------|-------------|--|--|--|
| Invoice To:  |  |            |                         |           |             |  |  |  |
|  |  |            |                         |           |             |  |  |  |
|  |  |            | i                       | 1         |             |  |  |  |
| QTY  | DESCRIPTION                                  |            | NET (KES)               | VAT (KES) | GROSS (KES) |  |  |  |
| 1  | 1 Mastering Disciplinary Management training |            |                         | 9,600.00  | 69,600.00   |  |  |  |
|  |  |            |                         |           |             |  |  |  |
| GROS   | <b>S:</b> Sixty Nine Thousand Six I          |            | 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 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.