

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 | significantly https://achrp.org

NITA: NITA/TRN/1234

admini@acmp.org | \$ mut

Mastering Disciplinary Management Training

Dat	e	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
18th	n - 22nd Nov, 2024	08:30 AM-11:30 AM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	65,000.00

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

Academy of Certified Human Resource Professionals



Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17^{th} 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

IHRM: C00259 NITA: NITA/TRN/1234

DATE: 05:11:2025		PROFORMA	INVOICE							
Invoice To:										
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)					
1	Mastering Disciplinary Management trainir		65,000.00	10,400.00	75,400.00					
GROSS: Seventy Five Thousand Four Hundred 75,400.0										
PAYMENT DETAILS										
Pay Bill No: 247247 Account No.: 300245 Amount: KES 75,400.00										
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.										