

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, I&M Tower, 15th Floor, Kenyatta Avenue,

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NITA: NITA/TRN/1234

Improving Employee Performance Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
1st - 6th Dec, 2025	08:30 AM-16:00	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

Course Overview

IHRM: C00259

Employee performance is the backbone of organizational growth and success. This six-day program equips professionals with strategies to diagnose performance challenges, implement improvement plans, and build a culture of excellence. Participants will explore performance psychology, motivation science, feedback techniques, and goal-setting frameworks that drive long-term results. Through handson sessions, attendees will learn how to recognize early warning signs, coach underperforming staff, and strengthen workplace accountability. Whether managing teams or leading development strategy, participants leave empowered to unlock high performance across diverse roles and functions.

Course Objectives

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

- Analyze factors that influence employee performance and productivity.
- Develop effective strategies for addressing performance gaps constructively.
- Foster engagement and motivation through recognition and feedback.
- Implement frameworks for setting measurable goals and driving accountability.
- Sustain performance improvements through monitoring and evaluation techniques.

Target Groups

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

- Team Leaders
- Managers Overseeing Workforce Performance
- Performance Improvement Coaches
- People Managers
- HR Business Partners
- Team Leaders & Supervisors
- Line Managers & HOD's,
- Human Resource Managers

Den Pollettitu

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



To;

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DATE: 14:12:2025

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PROFORMA INVOICE

QTY	DESCR	IPTION			NET (KE	(S)	VAT (KES)	GROSS (KES)			
1	Improv 1st - 6t Naivas	60,000.00		9,600.00	69,600.00						
GROSS (KES): Sixty Nine Thousand Six Hundred 69,600.00											
PARTICIPANT(S) DETAILS											
NO.	NAME		EMAIL ADDRESS			TE	TELEPHONE				
PAYMENT DETAILS											
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 69,600.00											
BANK	NAME	ACCOUNT NAME					ACCOUNT NUMBER				
Equity	quity Bank Academy of Certified Human Resource Profes			essionals L	Ltd 1 2 9 0 2 7 1 2 4 5 7 5 3						
Bar	nk Branc	Branch: Kenyatta Avenue Branch Code: 129 Swift Code: E				e: EQBLKENA					
FUNDING CONFIRMATION / TAX DETAILS											
I, the undersigned, confirm that funds are available for the above training.											
Name of Organization:											
Org. KRA PIN: Org. Mobile No.:											
Confirmed By:											
Signature: Date & Stamp:											
NOTE THAT:											

- 1. Full payment is expected to be received prior to the event
- 2. Only those Delegates whose fees have been paid in full will be allowed to the event
- 3. Send a scanned copy of the duly completed Nomination Form to admin@achrp.org
- 4. The above training Cost does not include Transport & Accommodation

Email the payment advice with this duly filled, signed, and stamped form to admin@achrp.org