



Regus Suites, 17<sup>th</sup> Floor, JKUAT Towers, Kenyatta Avenue,

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

**■** +254 700 722 522 | **●** +254 722 300 245.

NITA: NITA/TRN/1234

IHRM: C00259

## **Mastering Disciplinary Management Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
27th Oct - 1st Nov, 2025	8:30 AM-4:00 PM	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

### **Course Overview**

Managing disciplinary matters is essential for fostering accountability and maintaining trust within organizations. This course equips professionals with the expertise to handle disciplinary issues strategically, ensuring fairness, transparency, and compliance with labor laws. Participants will learn how to implement structured frameworks, address misconduct constructively, and strengthen workplace dynamics. Through real-world scenarios and practical exercises, attendees will gain confidence in navigating challenging situations while reinforcing a culture of fairness and ethical conduct.

## **Course Objectives**

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

- Understand the principles and significance of disciplinary management.
- Develop structured frameworks for addressing misconduct effectively.
- Navigate legal and ethical considerations in disciplinary processes.
- Communicate disciplinary actions with transparency and fairness.
- Foster a culture of accountability, trust, and ethical practices.
- 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;

- HR Professionals
- Labor Relations Officers
- Managers Handling Workplace Complaints
- Labour law practitioners both consultants and litigators
- Entrepreneurs and directors who want to master legal aspects of labour and industrial laws
- Managers Handling Disciplinary Matters

DenPHSathitu

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



# Academy of Certified Human Resource Professionals Ltd.

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

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DATE: 05:11:2025		PROFORMA I	NVOICE							
Invoice To:										
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QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)					
1	Mastering Disciplinary Mar	agement training	60,000.00	9,600.00	69,600.00					
GROS	<b>S:</b> Sixty Nine Thousand Six I	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 ADDRESS		TELEPHONE					
NOMINATION AUTHORIZATION & FUNDING CONFIRMATION										
Ι, the ι	ındersigned, authorize this r	omination and confi	rm that funds a	re available for	this training.					
Name of Authorizer:										
Positio	n:									
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.