

#### 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.

IHRM: C00259 NITA: NITA/TRN/1234

## Effective People Management & Interpersonal Skills Training

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

#### **Course Overview**

This six-day training equips participants with the interpersonal and people management skills needed to thrive in dynamic organizational environments. Participants will master emotional intelligence, assertive communication, conflict resolution, and relationship-building techniques tailored to administrative and HR support roles. Through practical exercises and scenario-based learning, they'll enhance their ability to manage workplace dynamics, support leadership, and foster a culture of professionalism and trust.

## **Course Objectives**

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

- Apply people management principles in administrative and HR support contexts
- Communicate clearly, assertively, and respectfully across organizational levels
- Build trust and professional relationships with colleagues and supervisors
- Manage conflict and difficult conversations with emotional intelligence
- Support team cohesion and leadership through proactive collaboration
- Demonstrate workplace etiquette, influence, and personal branding
- Navigate diversity, stress, and service challenges with confidence and empathy

### Target Groups

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

- HR Support Staff
- Office Coordinators
- Administrative Assistants
- Executive Secretaries
- Clerical Officers (HR)
- HR Professionals

Den Philathita CHRP. Den PN Gathitu Secretary General

**Academy of Certified Human Resource Professionals** 



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DATE: 05:11:2025 PROFORMA INVOICE								
Invoice To:								
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	Effective People Management & Interpersonal Skills training		60,000.00	9,600.00	69,600.00			
GROS	S: Sixty Nine Thousand Six	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 ADDRESS		TELEPHONE			
NOMINATION AUTHORIZATION & FUNDING CONFIRMATION								
Ι, the ι	undersigned, authorize this i	nomination and confi	rm that funds a	re available for t	his 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.								