

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17th 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

NITA: NITA/TRN/1234

Mastering Disciplinary Management Training

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

Course Overview

IHRM: C00259

This six-day workshop equips HR professionals, legal advisors, and industrial relations officers with comprehensive legal knowledge and practical skills to manage employee relations and disciplinary processes effectively. Drawing from Kenya's Employment Act, Labor Relations Act, PSC standards, and ILO conventions, participants will master both disciplinary and non-disciplinary termination procedures, grievance handling, performance management, and union engagement. The program also builds strategic competence in conducting disciplinary hearings, applying rules of evidence, and fostering ethical workplace cultures. Through simulations, role-plays, and policy audits, attendees will gain confidence to lead fair, lawful, and transparent HR practices that build trust and reduce risk.

Course Objectives

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

- Interpret and apply Kenya's core labor laws and PSC standards.
- Conduct lawful disciplinary hearings using structured frameworks and rules of evidence.
- Manage non-disciplinary exits such as redundancy, resignation, and medical separation.
- Resolve grievances and negotiate with unions professionally and ethically.
- Audit HR policies for legal, constitutional, and procedural compliance.
- Foster a workplace culture grounded in fairness, accountability, and trust.

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:									
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QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1	1 Mastering Disciplinary Management training			9,600.00	69,600.00				
GROS	S: Sixty Nine Thousand Six I			69,600.00					
PAYMENT DETAILS									
Pay Bill No: 247247 Account No.: 300245 Amount: 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	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.