

## Developing Effective Workforce & Team Building Training

| Date                | Time              | Duration | Venue                 | CPD | Cost (Excl. VAT)PP |
|---------------------|-------------------|----------|-----------------------|-----|--------------------|
| 3rd - 8th Nov, 2025 | 08:30 AM-11:30 AM | 6 Day(s) | Bliss Resort, Mombasa | 6   | 60,000.00          |

### Course Overview

Building effective teams is essential for achieving organizational success and fostering a collaborative work environment. This course equips participants with the strategies and tools needed to enhance team cohesion, improve communication, and resolve conflicts within diverse teams. By focusing on leadership, trust-building, and dynamic engagement, attendees will learn how to unlock their team's potential and create a high-performing workforce. Practical exercises and real-world applications will ensure participants leave with actionable insights to drive impactful team outcomes.

### Course Objectives

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

- Understand the fundamentals of team building and workforce dynamics.
- Develop strategies to enhance communication and collaboration in teams.
- Resolve conflicts constructively to strengthen interpersonal relationships.
- Foster a culture of trust, inclusivity, and shared accountability.
- Design and implement activities to boost morale and productivity.

### Target Groups

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

- Team Leaders & Supervisors
- HR Professionals
- Organizational Executives
- Managers Overseeing Workforce Development

*Den PN Gathitu*

**CHRP. Den PN Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**

|     |                         |                         |
|-----|-------------------------|-------------------------|
| To; | <b>PROFORMA INVOICE</b> | <b>DATE: 02:01:2026</b> |
|-----|-------------------------|-------------------------|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

| QTY                                                 | DESCRIPTION                                                                                                                        | NET (KES) | VAT (KES) | GROSS (KES)      |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------|
| 1                                                   | <b>Developing Effective Workforce &amp; Team Building</b> training from <b>3rd - 8th Nov, 2025</b> at <b>Bliss Resort, Mombasa</b> | 60,000.00 | 9,600.00  | 69,600.00        |
| <b>GROSS (KES):</b> Sixty Nine Thousand Six Hundred |                                                                                                                                    |           |           | <b>69,600.00</b> |

#### PARTICIPANT(S) DETAILS

| NO. | NAME | EMAIL ADDRESS | TELEPHONE |
|-----|------|---------------|-----------|
|     |      |               |           |
|     |      |               |           |
|     |      |               |           |
|     |      |               |           |

#### PAYMENT DETAILS

**M-PESA Pay Bill No:** 247247 | **Account No.:** 300245 | **Amount:** KES 69,600.00

| BANK NAME   | ACCOUNT NAME                                          | ACCOUNT NUMBER            |
|-------------|-------------------------------------------------------|---------------------------|
| Equity Bank | Academy of Certified Human Resource Professionals Ltd | 1 2 9 0 2 7 1 2 4 5 7 5 3 |

**Bank Branch:** Kenyatta Avenue | **Branch Code:** 129 | **Swift Code:** 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: ..... Position: .....

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](mailto: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](mailto:admin@achrp.org)