



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

IHRM: C00259

### **HR Counselling Skills Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
16th - 17th Feb, 2023	8:30 AM-11:30 AM	2 Day(s)	Webinar, Zoom	2	2,000.00

#### **Course Overview**

The HR function is at the forefront when it comes to employee grievances and personal issues of employees. The traditional role of HR was perceived largely as a function that drives the recruitment and onboarding activities. But over a period of time the role has evolved, and HR professionals are often seen as workplace counsellors. Increasingly, more and more HR professionals are learning counselling skills that can help better engage employees who have problems. The counselling process is all about giving a safe and confidential platform to employees where they can talk about their issues that are hindering them from performing to the best of their abilities or skills. Organizations are emphasizing on de-stressed employees in order to boost productivity. Counselling also helps employees to maintain a healthy work life balance.

## **Course Objectives**

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

- Increase the productivity of employees and their confidence about the work.
- Help employees and show how much the organization cares for them.
- Understand common employee problems
- Develop Counselling Skills.
- Apply counselling skills at the workplace for various work aspects.
- · Understand Ethics in Counselling
- Understand Emerging Issues in Counselling

#### Target Groups

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

- Human Resource Managers
- HR Officers
- People Managers
- HR Executives

#### Video Link(s)

Module Title	Video Link
HR Counselling Skills ~ Part 1	https://www.youtube.com/watch?v=FAGOsB8BQds

Den Mathitu

CHRP. Den PN Gathitu Secretary General

**Academy of Certified Human Resource Professionals** 



DATE: 03:11:2025

# Academy of Certified Human Resource Professionals Ltd.

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PROFORMA INVOICE

Invoice To:								
Organization Name		Phone Number		Email Add	Email Address			
OTV	DECODIDITION		NET (VEC)	VAT (VEC)	CDOSS (VES)			
QTY			NET (KES)	VAT (KES)	GROSS (KES)			
1	1 HR Counselling Skills training		2,000.00	320.00	2,320.00			
GROSS: Two Thousand Three Hundred Twenty 2,320.00								
***PAYMENT DETAILS***								
<b>Pay Bill No:</b> 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								
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>								

 $\mathbf{NB:}$  No credit facilities. Full payment is required before participation.