



Regus Suites, 17^{th} 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

IHRM: C00259 NITA: NITA/TRN/1234

The Employment Act & Its Practical Applications Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
20th May, 2023	08:30 AM-11:30 AM	3 Hour(s)	Webinar, Zoom	1	1,500.00

Course Overview

The Employment Act, 2007 began on 2nd June 2008. It is Kenya's main labor law that seeks to provide for the basic terms and working conditions for employees. It also looks to ensure reasonable employment standards while balancing businesses' needs to stay competitive. A good understanding of the Employment Act will result in positive Employee Engagement and build Industrial Relations harmony by minimizing disputes between Employers and Employees or Union. As such, it shapes the responsibilities and relationship between Employers and Employees.

During the webinar, participants will be able to differentiate Contract of Service and Contract for Service, Termination and Dismissal, to identify when an employment contract is broken, to handle no show cases for recruitment, as well as the legal requirements for public holidays, sick leaves, annual leave and maternity leave.

The trainer will also cover on the Legal Notice No. 28 which came into effect on 14th March 2014.

Course Objectives

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

- Acquire a better understanding of the Employment Act and Changes to the Employment Act.
- Establish the coverage of the Employment Act.
- Establish the essential clauses and illegal terms of Contract of Service.
- Identify the difference between Contract of Service and Contract for Service.
- Establish the legal contractual age in Contract of service.
- Identify when an employment contract is broken?
- Handle no show case for recruitment.
- Know whether the Sick Leave, Annual Leave can be used to offset the notice period.
- Know whether an employee resignation can be rejected.
- Define Misconduct.
- Identify the difference between Termination and Dismissal.
- Know that Contract of service can or cannot restrict rights of employees to join, participate in or organize trade unions.
- Establish whether the change of Employer breaks the continuity of the period of employment.
- Know the requirements for salary period and time of payment.
- Identify authorized and unauthorized deduction of salary.
- Know the requirement of Rest Day and payment or work on Rest Day.
- Establish the Working Hours and its limit.
- Identify the legal requirements for Public Holidays, Sick Leave and Annual Leave.
- Know the Restriction on employment of children and young persons.
- Establish the Maternity Leave Entitlement
- Know what the changes to the Employment Act are.

Target Groups

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

- Human Resource Managers
- Legal advisors and compliance officers.
- HR Officers
- HR Executives

Video Link(s)

	Module Title	Video Link	
The Employment Act & Its Practical Applications		https://www.youtube.com/watch?v=TAC5yV8GtPE	

DenPNGathilu

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



DATE: 03:11:2025

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.

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

IHRM: C00259 NITA: NITA/TRN/1234

PROFORMA INVOICE

Invoic	е То:									
Organization Name		Phone Number		Email Add	Email Address					
	i			i	i					
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)					
1	The Employment Act & Its Practical Applications training		1,500.00	240.00	1,740.00					
GROS	S: One Thousand Seven Hundred Fo	orty			1,740.00					
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										
NOM	INEE DETAILS									
We wi	sh to Nominate our employee(s) liste	ed below to at	tend the above	training:						
#	NAME		EMAIL ADDRESS TELEPHONE							
					-					
	INATION AUTHORIZATION & FU									
I, the	undersigned, authorize this nominat	ion and confir	m that funds ar	e available for tl	nis 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.										