

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

IHRM: C00259

Performance Management Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|-----------------------|-------------------|----------|--------------------------------|-----|--------------------|
| 16th - 20th Oct, 2023 | 08:30 AM-11:30 AM | 5 Day(s) | Lake Naivasha Resort, Naivasha | 6 | 60,000.00 |

Course Overview

Performance Management is ensuring that the employee and the organization are focused and aligned towards strategic priorities. This Performance Management training course will show you how to integrate Performance Objectives, Critical Success Factors and Key Performance Indicators into a performance management system applied by a highly skilled leadership, managerial, and supervisory team. This will enable the top-performing companies to not only develop future and existing leaders but also formulate robust performance management processes. This includes regular performance reviews and detailed appraisals, merit-based reward and recognition, staff development aligned with business needs, and defensible approaches to low or non-performance. Managers need to customize their strategies to each staff, whether developing stretched goals for over-performers or dealing with difficult and or low performing staff. The correct design and usage of SMART objectives also enable requisite to follow through and play an integral part in any performance management system. This course is developed after extensive research and is aligned to global best practices and benchmarks.

Course Objectives

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

- Understand and implement the key elements to design a strategic organizational and departmental objective.
- Setting goals that drive high performance and achieve culture.
- Realize the benefits of utilizing and effective goal setting tools and linking it practically performance measurement system.
- Deploy a successful methodology for developing and implementing goal metrics.
- Evaluate and select success factors and performance measures/KRIs/KPIs

Target Groups

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

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



DATE: 03:11:2025

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PROFORMA INVOICE

| Invoice To: | | | | | | | | |
|--|---------------------------------|--------------|---------------|-----------|---------------|--|--|--|
| Organization Name | | Phone Number | | Email Add | Email Address | | | |
| | | | | | | | | |
| QTY | DESCRIPTION | | NET (KES) | VAT (KES) | GROSS (KES) | | | |
| 1 | Performance Management training | | 60,000.00 | 9,600.00 | 69,600.00 | | | |
| | | | | | | | | |
| GROSS: Sixty Nine Thousand Six Hundred | | | | | 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 | | | | | | | | |
| 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: | | | | | | | | |
| Email this document to <u>admin@achrp.org</u> | | | | | | | | |

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