

#### 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.

IHRM: C00259 NITA: NITA/TRN/1234

# **Certified Employee Relations Professional Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
10th - 14th Jun, 2024	08:30 AM-11:30 AM	5 Day(s)	PrideInn Express, Mombasa	6	60,000.00

### **Course Overview**

The Certified Employee Relations Professional (CERP)® program is a six-day intensive designed to equip HR professionals, line managers, and employee relations officers with the skills and frameworks needed to foster a productive, respectful, and legally sound workplace. Participants will master grievance handling, disciplinary procedures, conflict resolution, and engagement strategies while aligning employee relations with organizational culture and compliance standards. Through practical simulations and policy labs, CERP® graduates will be prepared to lead fair processes, build trust, and resolve workplace tensions with confidence and clarity.

## **Course Objectives**

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

- Interpret and apply labor laws and internal policies in employee relations cases
- Manage grievances, disciplinary actions, and conflict resolution professionally
- Facilitate open dialogue and build trust between employees and management
- Align employee relations practices with organizational values ??and legal frameworks
- Design and implement engagement strategies that reduce disputes and improve morale
- Conduct investigations and document cases with accuracy and neutrality
- Advise leadership on employee relations risks, trends, and strategic interventions

### Target Groups

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

- HR Officers and Employee Relations Specialists
- Line Managers and Supervisors
- Industrial Relations Officers
- Organizational Development Practitioners
- Union Liaison Officers
- Legal and Compliance Advisors

DenPHGathitu

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



DATE: 03:11:2025

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

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PROFORMA INVOICE

Invoice To:									
Organization Name		Phone Number		Email Addı	Email Address				
0.777	D-000-10-10-1				SD SSS (TIPS)				
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1 Certified Employee Relations Professional training			60,000.00	9,600.00	69,600.00				
GROS	69,600.00								
***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									
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>									
NR. No credit facilities. Full payment is required before participation									