

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 | **●** +254 722 300 245.

NITA: NITA/TRN/1234

Performance Management for HR Professionals Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
19th - 23rd Aug, 2024	08:30 AM-11:30 AM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

Course Overview

IHRM: C00259

Unlock your organization's potential with our "Performance Management for HR Professionals" training! This course equips you with the tools to align employee performance with strategic priorities, integrating Performance Objectives, Critical Success Factors, and Key Performance Indicators into a cohesive system. Learn from top industry leaders how to conduct effective performance reviews, implement merit-based rewards, and develop staff in line with business needs. Customize strategies for all performance levels and master SMART objectives to drive success. Join us to transform your performance management processes and lead your team to excellence.

Course Objectives

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

- Discover the distinctions between Performance Appraisal & Performance Managements and understand how they complement each other.
- Discuss various appraisal methods to help us evaluate and provide feedback on performance effectively.
- Learn a systematic approach to writing performance and goals, ensuring they are specific, measurable, achievable, relevant, and time-bound (SMART).
- Explore valuable tips and best practices that will enhance our performance management skills and create a positive working environment.
- Gain an understanding of how KPIs can be used to measure performance and drive improvement.
- Delve into the common challenges faced during performance management and identify strategies to overcome them.
- Discover the potential sources of errors in the performance management process and learn how to minimize their impact.
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- Explore valuable tips and best practices that will enhance our performance management skills and create a positive working environment.
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- Delve into the common challenges faced during performance management and identify strategies to overcome them.
- Discover the potential sources of errors in the performance management process and learn how to minimize their impact.

Target Groups

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

Den Physikita CHRP. Den PN Gathitu Secretary General

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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 for HR Professionals 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									
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 ι	undersigned, authorize this nominat	ion and confir	m that funds ar	e available for t	his training.				
Name of Authorizer:									
Position:									
1 USILIUII									
Mobile Phone No.: Email Address:									
Organization KRA PIN: Signature:									
Date: Stamp:									
Email this document to <u>admin@achrp.org</u>									
NB: No credit facilities. Full payment is required before participation.									