

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 | shttps://achrp.org

NITA: NITA/TRN/1234

IHRM: C00259

Mastering Performance Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
29th Jul - 2nd Aug, 2024	08:30 AM-11:30 AM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

Course Overview

Welcome to the Mastering Performance Management course—a transformative journey that unlocks the secrets to optimizing individual and organizational performance. Whether you're an HR professional, a team leader, or an aspiring manager, this course will equip you with the tools to elevate your team's effectiveness. Performance Management is an important management tool which is critical for every organization.

Course Objectives

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

- Understanding Performance Management.
- Elements of an Effective Performance Management System.
- Navigating the Performance Management Process.
- The Key to Effective Performance Management
- Performance Appraisal vs. Performance Management
- Performance Appraisal Methods
- Crafting Performance Goals
- Tips for Successful Performance Management
- Decoding Key Performance Indicators (KPIs)
- Challenges and Pitfalls
- Avoiding Errors in Performance Management

Target Groups

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

- Line Managers & HOD's,
- Team Leaders & Supervisors
- Managers who know that people drive results.

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



DATE: 03:11:2025

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PROFORMA INVOICE

Invoice To:										
Organ	nization Name	Phone Number		Email Add	Email Address					
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)					
1	1 Mastering Performance Management trainin		60,000.00	9,600.00	69,600.00					
GROS	S: Sixty Nine Thousand Six Hundre	d			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					
NOMI	INATION AUTHORIZATION & FU	INDING CON	NFIRMATION							
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 admin@achrp.org									

NB: No credit facilities. Full payment is required before participation.