

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17th Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

1 +254 700 722 522 **1 2** +254 722 300 245.

NITA: NITA/TRN/1234

Advanced Supervisory & People Management Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|---------------------|----------------|----------|-----------------------|-----|--------------------|
| 1st - 6th Dec, 2025 | 08:30 AM-16:00 | 6 Day(s) | Bliss Resort, Mombasa | 6 | 60,000.00 |

Course Overview

IHRM: C00259

Supervisors play a crucial role in bridging organizational strategies with workforce execution. This advanced course is tailored to enhance the skills of professionals tasked with leading and managing people effectively. Participants will explore dynamic techniques for motivating teams, resolving conflicts, and fostering collaboration while sharpening leadership skills. Through experiential learning and practical application, attendees will leave empowered to inspire performance and build cohesive teams that contribute to organizational success.

Course Objectives

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

- Understand advanced principles of supervisory leadership and people management.
- Develop strategies to motivate and engage diverse teams effectively.
- Resolve workplace conflicts constructively and promote collaboration.
- Strengthen decision-making and communication skills in leadership roles.
- Build inclusive and high-performing teams that align with organizational goals.

Target Groups

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

- HR Professionals
- Supervisors
- Team Leaders
- Managers Transitioning to Leadership Roles

DenPNGathitu

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

IHRM: C00259 NITA: NITA/TRN/1234

PROFORMA INVOICE

| Invoice To: | | | | | | | | | | | |
|--|--|---------------|------------------|--------------------|---------------|--|--|--|--|--|--|
| Orgai | nization Name | Phone Nun | nber | Email Add | Email Address | | | | | | |
| | | | | | | | | | | | |
| QTY | DESCRIPTION | | NET (KES) | VAT (KES) | GROSS (KES) | | | | | | |
| 1 | Advanced Supervisory & People M training | anagement | 60,000.00 | 9,600.00 | 69,600.00 | | | | | | |
| GROS | 68: Sixty Nine Thousand Six Hundre | d | | | 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 wi | We wish to Nominate our employee(s) listed below to attend the above training: | | | | | | | | | | |
| # | NAME | | EMAIL ADDR | ESS | TELEPHONE | | | | | | |
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| NOM | INATION AUTHORIZATION & FU | INDING CON | NFIRMATION | | | | | | | | |
| I, the | undersigned, authorize this nominat | ion and confi | rm that funds ar | e available for tl | nis training. | | | | | | |
| Name | of Authorizer: | | | | | | | | | | |
| Position: | | | | | | | | | | | |
| Mobile Phone No.: Email Address: | | | | | | | | | | | |
| Organ | ization KRA PIN: | . Signature: | | | | | | | | | |
| Date: | | | | | | | | | | | |
| Email this document to <u>admin@achrp.org</u> | | | | | | | | | | | |
| NR. No credit facilities. Full payment is required before participation | | | | | | | | | | | |