

#### 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 | **3** +254 722 300 245.

NITA: NITA/TRN/1234

# **Improving Employee Performance Training**

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

#### **Course Overview**

IHRM: C00259

Employee performance is the backbone of organizational growth and success. This six-day program equips professionals with strategies to diagnose performance challenges, implement improvement plans, and build a culture of excellence. Participants will explore performance psychology, motivation science, feedback techniques, and goal-setting frameworks that drive long-term results. Through hands-on sessions, attendees will learn how to recognize early warning signs, coach underperforming staff, and strengthen workplace accountability. Whether managing teams or leading development strategy, participants leave empowered to unlock high performance across diverse roles and functions.

### **Course Objectives**

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

- Analyze factors that influence employee performance and productivity.
- Develop effective strategies for addressing performance gaps constructively.
- Foster engagement and motivation through recognition and feedback.
- Implement frameworks for setting measurable goals and driving accountability.
- Sustain performance improvements through monitoring and evaluation techniques.

### Target Groups

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

- Team Leaders
- Managers Overseeing Workforce Performance
- Performance Improvement Coaches
- People Managers
- HR Business Partners
- Team Leaders & Supervisors
- Line Managers & HOD's,
- Human Resource Managers

DenPHGathitu

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	QTY DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1	1 Improving Employee Performance training		60,000.00	9,600.00	69,600.00				
GROSS: Sixty Nine Thousand Six Hundred					69,600.00				
***PAYMENT DETAILS***									
<b>Pay Bill No:</b> 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				
NOMI	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 admin@achrp.org									

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