

Audit Reporting & Action Planning Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
3rd Oct, 2025	9:00 AM-12:00 PM	3 Hour(s)	Zoom, Online	1	1,500.00

Course Overview

This module focuses on the crucial final steps of the audit process: reporting and action planning. Participants will learn how to prepare executive summaries, present audit findings to stakeholders, and develop corrective action plans.

Course Objectives

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

- By the end of this module, participants will be able to prepare and present audit reports to management and stakeholders.

Target Groups

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

- HR Professionals
- HR Generalists aiming to specialize in HR auditing.
- HR Managers transitioning to advanced auditing roles.
- Professionals seeking certification as Human Resource Auditors.
- Internal Auditors focusing on HR compliance and risk.

Video Link(s)

Module Title	Video Link
--------------	------------

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

DATE: 03:11:2025

PROFORMA INVOICE

Invoice To:

Organization Name	Phone Number	Email Address

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Audit Reporting & Action Planning training	1,500.00	240.00	1,740.00
GROSS: One Thousand Seven Hundred Forty				1,740.00

*****PAYMENT DETAILS*****

Pay Bill No: 247247 **Account No.:** 300245 **Amount:** KES 1,740.00

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

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.