

Mastering Disciplinary Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
27th Oct - 1st Nov, 2025	8:30 AM-4:00 PM	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

Course Overview

Managing disciplinary matters is essential for fostering accountability and maintaining trust within organizations. This course equips professionals with the expertise to handle disciplinary issues strategically, ensuring fairness, transparency, and compliance with labor laws. Participants will learn how to implement structured frameworks, address misconduct constructively, and strengthen workplace dynamics. Through real-world scenarios and practical exercises, attendees will gain confidence in navigating challenging situations while reinforcing a culture of fairness and ethical conduct.

Course Objectives

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

- Understand the principles and significance of disciplinary management.
- Develop structured frameworks for addressing misconduct effectively.
- Navigate legal and ethical considerations in disciplinary processes.
- Communicate disciplinary actions with transparency and fairness.
- Foster a culture of accountability, trust, and ethical practices.
- Master the end-to-end procedure of conducting a professional disciplinary hearing.
- Comprehend relevant issues in a disciplinary hearing, such as: basic the rules of evidence (examination of witnesses, cross examination of witnesses), consideration of mitigating and aggravating factors.

Target Groups

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

- HR Professionals
- Labor Relations Officers
- Managers Handling Workplace Complaints
- Labour law practitioners - both consultants and litigators
- Entrepreneurs and directors who want to master legal aspects of labour and industrial laws
- Managers Handling Disciplinary Matters

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



Academy of Certified Human Resource Professionals Ltd.

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IHRM: C00259

NITA: NITA/TRN/1234

DATE: 03:11:2025

PROFORMA INVOICE

Invoice To:

Organization Name	Phone Number	Email Address

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Mastering Disciplinary Management 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 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

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.