

## HR Counselling Skills Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
16th - 17th Feb, 2023	8:30 AM-11:30 AM	2 Day(s)	Webinar, Zoom	2	2,000.00

### Course Overview

The HR function is at the forefront when it comes to employee grievances and personal issues of employees. The traditional role of HR was perceived largely as a function that drives the recruitment and onboarding activities. But over a period of time the role has evolved, and HR professionals are often seen as workplace counsellors. Increasingly, more and more HR professionals are learning counselling skills that can help better engage employees who have problems. The counselling process is all about giving a safe and confidential platform to employees where they can talk about their issues that are hindering them from performing to the best of their abilities or skills. Organizations are emphasizing on de-stressed employees in order to boost productivity. Counselling also helps employees to maintain a healthy work life balance.

### Course Objectives

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

- Increase the productivity of employees and their confidence about the work.
- Help employees and show how much the organization cares for them.
- Understand common employee problems
- Develop Counselling Skills.
- Apply counselling skills at the workplace for various work aspects.
- Understand Ethics in Counselling
- Understand Emerging Issues in Counselling

### Target Groups

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

- Human Resource Managers
- HR Officers
- People Managers
- HR Executives

### Video Link(s)

Module Title	Video Link
HR Counselling Skills ~ Part 1	<a href="https://www.youtube.com/watch?v=FAGOsB8BQds">https://www.youtube.com/watch?v=FAGOsB8BQds</a>
HR Counselling Skills ~ Part 2	<a href="https://www.youtube.com/watch?v=OXR3_99tEtM">https://www.youtube.com/watch?v=OXR3_99tEtM</a>

*Den PN Gathitu*

**CHRP. Den PN Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**

To;	<b>PROFORMA INVOICE</b>	<b>DATE: 26:12:2025</b>
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QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	<b>HR Counselling Skills</b>	2,000.00	320.00	2,320.00
<b>GROSS (KES):</b> Two Thousand Three Hundred Twenty				<b>2,320.00</b>

#### PARTICIPANT(S) DETAILS

NO.	NAME	EMAIL ADDRESS	TELEPHONE

#### PAYMENT DETAILS

**M-PESA Pay Bill No:** 247247 | **Account No.:** 300245 | **Amount:** KES 2,320.00

BANK NAME	ACCOUNT NAME	ACCOUNT NUMBER
Equity Bank	Academy of Certified Human Resource Professionals Ltd	1 2 9 0 2 7 1 2 4 5 7 5 3

**Bank Branch:** Kenyatta Avenue | **Branch Code:** 129 | **Swift Code:** EQBLKENA

#### FUNDING CONFIRMATION / TAX DETAILS

I, the undersigned, confirm that funds are available for the above training.

Name of Organization: .....

Org. KRA PIN: ..... Org. Mobile No.: .....

Confirmed By: ..... Position: .....

Signature: ..... Date & Stamp: .....

#### NOTE THAT:

1. Full payment is expected to be received prior to the event
2. Only those Delegates whose fees have been paid in full will be allowed to the event
3. Send a scanned copy of the duly completed Nomination Form to [admin@achrp.org](mailto:admin@achrp.org)
4. The above training Cost does not include Transport & Accommodation

Email the payment advice with this duly filled, signed, and stamped form to [admin@achrp.org](mailto:admin@achrp.org)