

## 11th HR Symposium Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
16th - 20th Oct, 2023	08:30 AM-11:30 AM	5 Day(s)	Pridelnn Express Nyali, Mombasa	6	60,000.00

### Course Overview

The 11th HR Symposium will engage participants on management of people using performance, planned goals and objectives, measurement, feedback and recognition to motivate employee's to realize their maximum possible performance levels. The delegates will further examine the necessity of Performance Appraisal (PA) in the process of determining the personality, performance and potential of the employees of an organization as well as communicating to an employee how he or she is performing the job and establishing a plan for improvement. Performance Management refers to management of people using performance, planned goals and objectives, measurement, feedback and recognition to motivate people to realize their maximum potential. Hence, it is crucial that an employee as well as his Manager should strive to improve the employee's performance levels to its maximum possible capability.

### Course Objectives

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

- Understand Strategic Performance Management Systems.
- Learn How to Conducting Effective Performance Appraisals.
- Learn Employee Performance Improvement Strategies.

### Target Groups

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

*Den PN Gathitu*

**CHRP. Den PN Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**

DATE: 16:02:2026

PROFORMA INVOICE

Invoice To;

Organization Name:

Phone:

Email:

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	<b>11th HR Symposium</b> training from <b>16th - 20th Oct, 2023</b> at <b>PrideInn Express Nyali, Mombasa</b>	60,000.00	9,600.00	69,600.00
<b>GROSS (KES):</b> Sixty Nine Thousand Six Hundred				<b>69,600.00</b>

#### NOMINATION FORM

#### PARTICIPANT(S) DETAILS

NO.	NAME	EMAIL ADDRESS	TELEPHONE

#### PAYMENT DETAILS

**Bank Name:** Equity Bank

**Account Name:** Academy of Certified Human Resource Professionals Ltd

**Account No.:** 1 2 9 0 2 7 1 2 4 5 7 5 3

**Bank Branch:** Kenyatta Avenue

**Branch Code:** 129

**Swift Code:** EQBLKENA

**Pay Bill No.:** 247247

**Account No.:** 300245

#### FUNDING CONFIRMATION / TAX DETAILS

I, the undersigned, has verified the nomination and confirms availability of funds for this training.

Name of Organization: .....

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

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

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

#### NOTE THAT:

1. Only those Delegates whose fees have been paid in full will be allowed to the event
2. A scanned copy of the duly completed form should be sent to [admin@achrp.org](mailto:admin@achrp.org)
3. The above training Cost does not include Transport & Accommodation