

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

To; **PROFORMA INVOICE** **DATE: 26:12:2025**

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

PARTICIPANT(S) DETAILS

NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS

M-PESA Pay Bill No: 247247 | **Account No.:** 300245 | **Amount:** KES 69,600.00

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
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