

Performance Management Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|--------------------------|-------------------|----------|--------------------------------|-----|--------------------|
| 30th Oct - 3rd Nov, 2023 | 08:30 AM-11:30 AM | 5 Day(s) | Lake Naivasha Resort, Naivasha | 6 | 60,000.00 |

Course Overview

Unleash your potential and revolutionize your organization's performance outcomes with our in-depth 5-day training program on Performance Management!

Are you ready to take your organization to the next level? Our comprehensive and highly effective training program is designed to equip you with the essential skills and strategies to optimize performance and drive outstanding results.

In today's competitive business landscape, having a strong performance management system in place is crucial for organizations who strive for excellence. With our 5-day program, we focus on giving you the tools and knowledge to identify and address performance gaps, set meaningful goals, provide constructive feedback, and motivate your team to achieve greatness.

Our expert trainers will guide you through a series of interactive sessions, case studies, and practical exercises, providing you with valuable insights and actionable techniques that you can implement immediately. This program is specifically designed to accommodate all levels of management, ensuring that you gain expertise to enhance your own performance as well as that of your entire organization.

Course Objectives

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

- Discover the distinctions between Performance Appraisal & Performance Managements and understand how they complement each other.
- Discuss various appraisal methods to help us evaluate and provide feedback on performance effectively.
- Learn a systematic approach to writing performance and goals, ensuring they are specific, measurable, achievable, relevant, and time-bound (SMART).
- Explore valuable tips and best practices that will enhance our performance management skills and create a positive working environment.
- Gain an understanding of how KPIs can be used to measure performance and drive improvement.
- Delve into the common challenges faced during performance management and identify strategies to overcome them.
- Discover the potential sources of errors in the performance management process and learn how to minimize their impact.

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

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| To; | PROFORMA INVOICE | DATE: 26:12:2025 |
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| QTY | DESCRIPTION | NET (KES) | VAT (KES) | GROSS (KES) |
|---|--|-----------|-----------|------------------|
| 1 | Performance Management training from 30th Oct. 2023 - 3rd Nov. 2023 at Lake Naivasha Resort, Naivasha | 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 |
|-----|------|---------------|-----------|
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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