

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17th Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

2 +254 700 722 522 | **3** +254 722 300 245.

admin@achrp.org | https://achrp.org

NITA: NITA/TRN/1234

Emotional Intelligence at the Workplace Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
16th Nov, 2024	08:30 AM-11:30 AM	3 Hour(s)	Webinar, Zoom	1	1,500.00

Course Overview

IHRM: C00259

This webinar is designed to help you understand and improve your emotional intelligence (EI) at work. You will learn how to use the five realms of EI: the intrapersonal realm, the interpersonal realm, the adaptability realm, the stress management realm, and the general mood realm, to enhance your self-awareness, self-regulation, social awareness, and social skills.

Course Objectives

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

- Define EI and its importance and benefits for work performance and well-being
- Identify the five realms of EI and their components and indicators
- Assess your EI using various tools and methods, such as self-assessment, feedback, and reflection
- Apply various strategies and techniques to improve your EI in the five realms, such as self-talk, empathy, problem-solving, relaxation, and gratitude
- Use your EI to communicate effectively, build relationships, manage conflicts, cope with stress, and foster positive emotions at work

Target Groups

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

- HR Professionals
- People Managers
- HR Executives

Video Link(s)

Module Title	Video Link
Emotional Intelligence at the Workplace	https://www.youtube.com/watch?v=fQyH7b_M6tA

Den Mathitu

CHRP. Den PN Gathitu Secretary General

Academy of Certified Human Resource Professionals



Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17^{th} Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

■ +254 700 722 522 | **●** +254 722 300 245.

admin@achrp.org | https://achrp.org

IHRM: C00259 NITA: NITA/TRN/1234

DATE: 20:10:2025		PROFORMA INVOICE							
Invoice To:									
Organization Name:									
Phone Number: Email Address:									
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1	Emotional Intelligence at t Training	he Workplace	1,500.00	240.00	1,740.00				
GROS	GROSS: One Thousand Seven Hundred Forty 1,740.00								
PAYMENT DETAILS									
Pay Bill No: 247247 Account No.: 300245 Amount: KES 1,740.00 Bank Name: Equity Bank Bank Account Name: Academy of Certified Human Resource Professionals Ltd Bank Branch: Kenyatta Avenue Bank Physical Address: Kenyatta Avenue Bank Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3									
Nomination Authorization & Funding Confirmation									
Organization KRA PIN:									
Contact Person:									
Position:									
Signature:									
Date:									

Email the duly completed document to