

Effective Disciplinary Management Process Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
27th - 31st May, 2024	08:30 AM-04:00 PM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

Course Overview

This intensive five-day course aims to equip participants with the fundamental knowledge and skills required to execute fair and effective disciplinary processes within organizational settings, with a particular focus on the Kenyan legal framework. Through a blend of theoretical insights and practical exercises, it explores the crucial role of discipline in maintaining organizational order and performance, delineates the respective responsibilities of human resources and line departments, and outlines the legal underpinnings of employee discipline. Participants will gain hands-on experience in preparing for and leading disciplinary hearings, acquiring the communication and investigative skills requisite for such proceedings. This course seeks to ensure that upon completion, attendees can confidently navigate through disciplinary challenges with both legal astuteness and managerial acumen.

Course Objectives

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

- Understand the role importance of discipline in an organization, including the role of HR department and line departments on discipline.
- Learn the basis for conducting a disciplinary hearing and its objectives.
- Understand relevant labour legislation that applies to employee discipline within the Kenya legal framework.
- Grasp the composition and functions of a disciplinary committee, and the role of the players in the hearing: Chairperson, Secretary, HR, Employee's Representative.
- Acquire essential skills in conducting a disciplinary investigation and writing an investigation report.
- Master the end-to-end procedure of conducting a professional disciplinary hearing.
- Comprehend relevant issues in a disciplinary hearing, such as: basic the rules of evidence (examination of witnesses, cross examination of witnesses), consideration of mitigating and aggravating factors.

Target Groups

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

To:	PROFORMA INVOICE	DATE: 03:02:2026

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Effective Disciplinary Management Process training from 27th - 31st May, 2024 at Lake Naivasha Resort, Naivasha	60,000.00	0.00	60,000.00
GROSS (KES): Sixty Thousand				60,000.00

PARTICIPANT(S) DETAILS			
NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS		
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 60,000.00		
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. Only those Delegates whose fees have been paid in full will be allowed to the event	
2. Send a scanned copy of the duly completed Nomination Form to admin@achrp.org	

The above training Cost does not include Transport & Accommodation