

## Mastering Performance Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
29th Jul - 2nd Aug, 2024	08:30 AM-11:30 AM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

### Course Overview

Welcome to the Mastering Performance Management course—a transformative journey that unlocks the secrets to optimizing individual and organizational performance. Whether you're an HR professional, a team leader, or an aspiring manager, this course will equip you with the tools to elevate your team's effectiveness. Performance Management is an important management tool which is critical for every organization.

### Course Objectives

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

- Understanding Performance Management.
- Elements of an Effective Performance Management System.
- Navigating the Performance Management Process.
- The Key to Effective Performance Management
- Performance Appraisal vs. Performance Management
- Performance Appraisal Methods
- Crafting Performance Goals
- Tips for Successful Performance Management
- Decoding Key Performance Indicators (KPIs)
- Challenges and Pitfalls
- Avoiding Errors in Performance Management

### Target Groups

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

- Line Managers & HOD's,
- Team Leaders & Supervisors
- Managers who know that people drive results.



**CHRP. Den PN Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**

To:	PROFORMA INVOICE	DATE: 03:02:2026

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	<b>Mastering Performance Management</b> training from <b>29th Jul. 2024 - 2nd Aug. 2024</b> at <b>Lake Naivasha Resort, Naivasha</b>	60,000.00	0.00	60,000.00
<b>GROSS (KES):</b> Sixty Thousand				<b>60,000.00</b>

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 <a href="mailto:admin@achrp.org">admin@achrp.org</a>	
The above training Cost does not include Transport & Accommodation	