



## Academy of Certified Human Resource Professionals

Regus Suites, 17<sup>th</sup> Floor, JKUAT Towers, Kenyatta Avenue,

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

Tel: 020-5157034 | Mobile: 0722 300 245.

Email: [admin@achrp.org](mailto:admin@achrp.org) | Website: <https://achrp.org>

IHRM ACCREDITATION NO.: C00259

NITA ACCREDITATION NO.: NITA/TRN/1234

### Mastering Disciplinary Management

Start Date	End Date	Venue	CPD	Cost	Registration Link
23-09-2024	27-09-2024	Lake Naivasha Resort	6	60,000.00	<a href="#">Register Here</a>

#### Introduction

Unlock the power of effective disciplinary management with our intensive five-day course, designed to arm you with the essential skills and knowledge to handle disciplinary processes with confidence and legal precision. Tailored to the Kenyan legal framework, this program blends theoretical insights with practical exercises, ensuring you master the art of maintaining organizational order and performance. Gain hands-on experience in leading disciplinary hearings, and develop the communication and investigative skills necessary for success. Join us to transform your approach to disciplinary challenges and elevate your managerial acumen.

#### Objectives

The objective of the **Mastering Disciplinary Management** training is 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;

**Den Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**