

Certified Employee Relations Professional Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|---------------------|------------------|----------|---------------------------|-----|--------------------|
| 1st - 6th Dec, 2025 | 08:30 AM-4:00 PM | 6 Day(s) | Blooming Suites, Naivasha | 6 | 60,000.00 |

Course Overview

The Certified Employee Relations Professional (CERP)[®] program is a six-day intensive designed to equip HR professionals, line managers, and employee relations officers with the skills and frameworks needed to foster a productive, respectful, and legally sound workplace. Participants will master grievance handling, disciplinary procedures, conflict resolution, and engagement strategies while aligning employee relations with organizational culture and compliance standards. Through practical simulations and policy labs, CERP[®] graduates will be prepared to lead fair processes, build trust, and resolve workplace tensions with confidence and clarity.

Course Objectives

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

- Interpret and apply labor laws and internal policies in employee relations cases
- Manage grievances, disciplinary actions, and conflict resolution professionally
- Facilitate open dialogue and build trust between employees and management
- Align employee relations practices with organizational values and legal frameworks
- Design and implement engagement strategies that reduce disputes and improve morale
- Conduct investigations and document cases with accuracy and neutrality
- Advise leadership on employee relations risks, trends, and strategic interventions

Target Groups

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

- HR Officers and Employee Relations Specialists
- Line Managers and Supervisors
- Industrial Relations Officers
- Organizational Development Practitioners
- Union Liaison Officers
- Legal and Compliance Advisors

Den PN Gathitu

CHRP. Den PN Gathitu

Secretary General

Academy of Certified Human Resource Professionals



IHRM: C00259

NITA: NITA/TRN/1234

DATE: 16:02:2026

PROFORMA INVOICE

Invoice To;

Organization Name:

Phone:

Email:

| QTY | DESCRIPTION | NET (KES) | VAT (KES) | GROSS (KES) |
|---|--|-----------|-----------|------------------|
| 1 | Certified Employee Relations Professional training from 1st - 6th Dec, 2025 at Blooming Suites, Naivasha | 60,000.00 | 9,600.00 | 69,600.00 |
| GROSS (KES): Sixty Nine Thousand Six Hundred | | | | 69,600.00 |

NOMINATION FORM

PARTICIPANT(S) DETAILS

| NO. | NAME | EMAIL ADDRESS | TELEPHONE |
|-----|------|---------------|-----------|
| | | | |
| | | | |
| | | | |

PAYMENT DETAILS

Bank Name: Equity Bank

Account Name: Academy of Certified Human Resource Professionals Ltd

Account No.: 1 2 9 0 2 7 1 2 4 5 7 5 3

Bank Branch: Kenyatta Avenue

Branch Code: 129

Swift Code: EQBLKENA

Pay Bill No.: 247247

Account No.: 300245

FUNDING CONFIRMATION / TAX DETAILS

I, the undersigned, has verified the nomination and confirms availability of funds for this 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. A scanned copy of the duly completed form should be sent to admin@achrp.org
3. The above training Cost does not include Transport & Accommodation