

Mastering Performance Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
17th - 22nd Nov, 2025	08:30 AM-16:00	6 Day(s)	Pridelnn, Diani	6	60,000.00

Course Overview

This six-day program equips HR professionals, supervisors, and team leaders with the tools and insights to design, implement, and sustain a high-impact performance management system. Participants will explore the full performance cycle—from setting SMART goals and defining KPIs to conducting fair appraisals and managing feedback. The course emphasizes strategic alignment, employee development, and continuous improvement using tools like the Balanced Scorecard, performance criteria, and evidence-based evaluation methods. Through simulations, case studies, and planning labs, participants will gain the confidence to lead performance conversations, reduce bias, and build a culture of excellence.

Course Objectives

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

- Define performance management and distinguish it from performance appraisal.
- Implement a structured performance management process aligned with organizational goals.
- Apply various appraisal methods and rating systems fairly and effectively.
- Set SMART goals and define measurable performance criteria.
- Use KPIs and Balanced Scorecards to track and improve performance.
- Identify and mitigate common challenges and errors in performance management.

Target Groups

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

- HR Officers and Performance Managers
- Line Managers and Team Leaders
- Learning & Development Professionals
- Public Service HR Practitioners
- Organizational Development Officers
- Supervisors responsible for appraisals and staff development

**CHRP. Den PN Gathitu****Secretary General****Academy of Certified Human Resource Professionals**

DATE: 16:02:2026

PROFORMA INVOICE

Invoice To;

Organization Name:

Phone:

Email:

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Mastering Performance Management training from 17th - 22nd Nov, 2025 at PrideInn, Diani	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