

## 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**

To;	<b>PROFORMA INVOICE</b>	<b>DATE: 27:12:2025</b>
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QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	<b>Mastering Performance Management</b> training from <b>17th - 22nd Nov, 2025</b> at <b>PrideInn, Diani</b>	60,000.00	9,600.00	69,600.00
<b>GROSS (KES):</b> Sixty Nine Thousand Six Hundred				<b>69,600.00</b>

#### PARTICIPANT(S) DETAILS

NO.	NAME	EMAIL ADDRESS	TELEPHONE

#### PAYMENT DETAILS

**M-PESA Pay Bill No:** 247247 | **Account No.:** 300245 | **Amount:** KES 69,600.00

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. Full payment is expected to be received prior to the event
2. Only those Delegates whose fees have been paid in full will be allowed to the event
3. Send a scanned copy of the duly completed Nomination Form to [admin@achrp.org](mailto:admin@achrp.org)
4. The above training Cost does not include Transport & Accommodation

Email the payment advice with this duly filled, signed, and stamped form to [admin@achrp.org](mailto:admin@achrp.org)