IHRM: C00259   **NITA: NITA/TRN/1234**

Capturing & Structuring HR Knowledge Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
7th Jun, 2025	08:00 AM-10:30 AM	3 Hour(s)	Zoom, Zoom	1	1,500.00

Course Overview

Learn how to effectively document and organize crucial HR insights to prevent knowledge loss. This module covers best practices for institutional knowledge retention, structuring HR knowledge for easy access and retrieval, and developing effective repositories to support HR operations.

Course Objectives

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

- Learn best practices for institutional knowledge retention.
- Structure HR knowledge for easy access and retrieval.
- Develop effective repositories to support HR operations.

Target Groups

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

- HR Professionals

Video Link(s)

Module Title	Video Link
Capturing & Structuring HR Knowledge	https://www.youtube.com/watch?v=P4iP50cT2l8

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

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To;	**PROFORMA INVOICE**	**DATE: 25:01:2026**

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	**Capturing & Structuring HR Knowledge**	1,500.00	240.00	1,740.00
	GROSS (KES): One Thousand Seven Hundred Forty			**1,740.00**

PARTICIPANT(S) DETAILS

NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS

M-PESA Pay Bill No: 247247 | **Account No.:** 300245 | **Amount:** KES 1,740.00

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 admin@achrp.org

The above training Cost does not include Transport & Accommodation