

## Audit Reporting & Action Planning Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
3rd Oct, 2025	9:00 AM-12:00 PM	3 Hour(s)	Zoom, Online	1	1,500.00

### Course Overview

This module focuses on the crucial final steps of the audit process: reporting and action planning. Participants will learn how to prepare executive summaries, present audit findings to stakeholders, and develop corrective action plans.

### Course Objectives

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

- By the end of this module, participants will be able to prepare and present audit reports to management and stakeholders.

### Target Groups

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

- HR Professionals
- HR Generalists aiming to specialize in HR auditing.
- HR Managers transitioning to advanced auditing roles.
- Professionals seeking certification as Human Resource Auditors.
- Internal Auditors focusing on HR compliance and risk.

### Video Link(s)

Module Title	Video Link
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*Den PN Gathitu*

**CHRP. Den PN Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**



Academy of Certified Human Resource Professionals Ltd.

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

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

+254 700 722 522 | +254 722 300 245.

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

IHRM: C00259

NITA: NITA/TRN/1234

DATE: 03:10:2025

Email this invoice to [admin@achrp.org](mailto:admin@achrp.org)

PROFORMA INVOICE

Invoice To:

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Audit Reporting & Action Planning	1,500.00	240.00	1,740.00
GROSS: One Thousand Seven Hundred Forty				1,740.00

\*\*\*PAYMENT DETAILS\*\*\*

Pay Bill No: 247247 Account No.: 300245 Amount: KES 1,740.00

Bank Name: Equity Bank  
Bank Account Name: Academy of Certified Human Resource Professionals Ltd  
Bank Branch: Kenyatta Avenue  
Bank Physical Address: Kenyatta Avenue  
Bank Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3

Please complete tax details below to authorize this booking

Organization Name: .....

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