

## Mastering Disciplinary Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
27th Oct - 1st Nov, 2025	8:30 AM-4:00 PM	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

### Course Overview

Managing disciplinary matters is essential for fostering accountability and maintaining trust within organizations. This course equips professionals with the expertise to handle disciplinary issues strategically, ensuring fairness, transparency, and compliance with labor laws. Participants will learn how to implement structured frameworks, address misconduct constructively, and strengthen workplace dynamics. Through real-world scenarios and practical exercises, attendees will gain confidence in navigating challenging situations while reinforcing a culture of fairness and ethical conduct.

### Course Objectives

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

- Understand the principles and significance of disciplinary management.
- Develop structured frameworks for addressing misconduct effectively.
- Navigate legal and ethical considerations in disciplinary processes.
- Communicate disciplinary actions with transparency and fairness.
- Foster a culture of accountability, trust, and ethical practices.
- Master the end-to-end procedure of conducting a professional disciplinary hearing.
- Comprehend relevant issues in a disciplinary hearing, such as: basic the rules of evidence (examination of witnesses, cross examination of witnesses), consideration of mitigating and aggravating factors.

### Target Groups

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

- HR Professionals
- Labor Relations Officers
- Managers Handling Workplace Complaints
- Labour law practitioners - both consultants and litigators
- Entrepreneurs and directors who want to master legal aspects of labour and industrial laws
- Managers Handling Disciplinary Matters

**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	<b>Mastering Disciplinary Management</b> training from <b>27th Oct. 2025 - 1st Nov. 2025</b> at <b>Blooming Suites, Naivasha</b>	60,000.00	9,600.00	69,600.00
<b>GROSS (KES):</b> Sixty Nine Thousand Six Hundred				<b>69,600.00</b>

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](mailto:admin@achrp.org)
3. The above training Cost does not include Transport & Accommodation