

#### Academy of Certified Human Resource Professionals Ltd.

Regus Suites, I&M Tower, 15<sup>th</sup> Floor, Kenyatta Avenue,

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

**2** +254 700 722 522 | **3** +254 722 300 245.

NITA: NITA/TRN/1234

## **Mastering Human Resource Auditing Training**

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

### **Course Overview**

IHRM: C00259

The Mastering Human Resource Auditing course is an intensive 6-day training programme designed for HR professionals, compliance officers, and internal auditors. It offers a deep dive into HR audit methodology, regulatory standards, and best practices for ensuring integrity and legal alignment across HR systems. Participants will explore key functions such as talent acquisition, performance, compensation, benefits, and employee relations—identifying gaps and implementing remediation strategies to drive organizational compliance and performance.

# Course Objectives

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

- Understand the structure, scope, and strategic value of HR audits.
- Evaluate the effectiveness of HR policies, procedures, and practices.
- Assess HR documentation against legal, financial, and ethical standards.
- Identify compliance risks and areas for operational improvement.
- Prepare and present audit reports to management and stakeholders.
- Align HR auditing with broader business goals and performance metrics.

### Target Groups

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

- Senior and mid-level HR professionals
- Internal auditors and compliance officers
- Organizational development specialists
- HR consultants and legal advisors
- Business executives overseeing HR governance

Den Pollethila

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



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admin@achrp.org | https://achrp.org

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То;		PROFORMA INVOICE		DATE: 07:12:2025					
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1	Mastering Human Reso from 1st - 6th Dec, 2025 Naivasha		60,000.00	9,600.00	69,600.00				
GROS	SS (KES): Sixty Nine Thous	sand Six Hundred		<u>'</u>	69,600.00				
PARTICIPANT(S) DETAILS									
NO.	NAME	EMAIL ADDRESS		ГЕLЕРНОМЕ					
PAYMENT DETAILS									
M-PESA Pay Bill No: 247247   Account No.: 300245   Amount: KES 69,600.00									
	K NAME				ACCOUNT NUMBER				
- "	atty Bank Academy of Certified Human Resource Professionals Ltd			1290271245753					
Bank Branch: Kenyatta Avenue   Branch Code: 129   Swift Code: EQBLKEN									
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:									
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
- 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