

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, I&M Tower, 15th Floor, Kenyatta Avenue,

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

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

IHRM: C00259 NITA: NITA/TRN/1234

Effective People Management & Interpersonal Skills 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	70,000.00

Course Overview

This six-day training equips participants with the interpersonal and people management skills needed to thrive in dynamic organizational environments. Participants will master emotional intelligence, assertive communication, conflict resolution, and relationship-building techniques tailored to administrative and HR support roles. Through practical exercises and scenario-based learning, they'll enhance their ability to manage workplace dynamics, support leadership, and foster a culture of professionalism and trust.

Course Objectives

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

- Apply people management principles in administrative and HR support contexts
- Communicate clearly, assertively, and respectfully across organizational levels
- Build trust and professional relationships with colleagues and supervisors
- Manage conflict and difficult conversations with emotional intelligence
- Support team cohesion and leadership through proactive collaboration
- Demonstrate workplace etiquette, influence, and personal branding
- Navigate diversity, stress, and service challenges with confidence and empathy

Target Groups

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

- HR Support Staff
- Office Coordinators
- Administrative Assistants
- Executive Secretaries
- Clerical Officers (HR)
- HR Professionals
- Human Resource Managers
- HR Business Partners

DenPNGathitu

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



To;

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

DATE: 07:12:2025

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PROFORMA INVOICE

QTY	DESCR	IPTION			NET (KE	ES)	VAT (KES)	GROSS (KES)		
1	Effective People Management & Interpersonal Skills training from 1st - 6th Dec, 2025 at Blooming Suites, Naivasha					70,000.00 11,200		81,200.00		
GROSS (KES): Eighty One Thousand Two Hundred 81,200.00										
PARTICIPANT(S) DETAILS										
NO.	. NAME		EMAIL ADDRESS		TE	TELEPHONE				
PAYMENT DETAILS										
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 81,200.00										
	K NAME	AME ACCOUNT NAME			ACCOUNT NUMBER					
			ified Human Resource Professionals Ltd			td				
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:										
Signature: Date & Stamp:										
NOTI	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