

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

Regus Suites, 17th Floor, JKUAT Towers, Kenyatta Avenue,

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

**1** +254 700 722 522 **1 2** +254 722 300 245.

IHRM: C00259 NITA: NITA/TRN/1234

## **Mastering Disciplinary Management Training**

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

### **Course Overview**

This six-day workshop equips HR professionals, legal advisors, and industrial relations officers with comprehensive legal knowledge and practical skills to manage employee relations and disciplinary processes effectively. Drawing from Kenya's Employment Act, Labor Relations Act, PSC standards, and ILO conventions, participants will master both disciplinary and non-disciplinary termination procedures, grievance handling, performance management, and union engagement. The program also builds strategic competence in conducting disciplinary hearings, applying rules of evidence, and fostering ethical workplace cultures. Through simulations, role-plays, and policy audits, attendees will gain confidence to lead fair, lawful, and transparent HR practices that build trust and reduce risk.

# **Course Objectives**

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

- Interpret and apply Kenya's core labor laws and PSC standards.
- Conduct lawful disciplinary hearings using structured frameworks and rules of evidence.
- Manage non-disciplinary exits such as redundancy, resignation, and medical separation.
- Resolve grievances and negotiate with unions professionally and ethically.
- Audit HR policies for legal, constitutional, and procedural compliance.
- Foster a workplace culture grounded in fairness, accountability, and trust.

## Target Groups

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

DenPMJathita 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: 19:11:2025				
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	Mastering Disciplinary from 1st - 6th Dec, 2025 Naivasha				69,600.00			
GROS	SS (KES): Sixty Nine Thous	sand Six Hundred	<u>'</u>	69,600.00				
PARTICIPANT(S) DETAILS								
NO.	NAME	EMAIL ADDRESS		ELEPHONE				
PAYMENT DETAILS								
M-PESA Pay Bill No: 247247   Account No.: 300245   Amount: KES 69,600.00								
	NAME	ACCOUNT NAME	ACCOUNT NUMBER 1 2 9 0 2 7 1 2 4 5 7 5 3					
Bank	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:								
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 dully 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