

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.

NITA: NITA/TRN/1234

Strategic Performance Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
8th - 13th Dec, 2025	08:30 AM-16:00	6 Day(s)	Bliss Resort, Mombasa	6	70,000.00

Course Overview

IHRM: C00259

This six-day program equips HR professionals, supervisors, and team leaders with the tools and insights to design, implement, and sustain a high-impact performance management system. Participants will explore the full performance cycle—from setting SMART goals and defining KPIs to conducting fair appraisals and managing feedback. The course emphasizes strategic alignment, employee development, and continuous improvement using tools like the Balanced Scorecard, performance criteria, and evidence-based evaluation methods. Through simulations, case studies, and planning labs, participants will gain the confidence to lead performance conversations, reduce bias, and build a culture of excellence.

Course Objectives

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

- Define performance management and distinguish it from performance appraisal.
- Implement a structured performance management process aligned with organizational goals.
- Apply various appraisal methods and rating systems fairly and effectively.
- Set SMART goals and define measurable performance criteria.
- Use KPIs and Balanced Scorecards to track and improve performance.
- Identify and mitigate common challenges and errors in performance management.

Target Groups

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

- HR Officers and Performance Managers
- Line Managers and Team Leaders
- Learning & Development Professionals
- Public Service HR Practitioners
- Organizational Development Officers
- Supervisors responsible for appraisals and staff development

Den Mathitu

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



To;

Academy of Certified Human Resource Professionals Ltd.

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

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

DATE: 04:12:2025

IHRM: C00259 NITA: NITA/TRN/1234

PROFORMA INVOICE

QTY	DESCR	IPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1		h - 13th Dec, 20	Management training 25 at Bliss Resort,	70,000.00	11,200.00	81,200.00				
GROSS (KES): Eighty One Thousand Two Hundred 81,200.00										
PARTICIPANT(S) DETAILS										
NO.	NAME		EMAIL ADDRESS	ELEPHONE						
PAYMENT DETAILS										
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 81,200.00										
BANK NAME Equity Bank			ACCOUNT NAME cified Human Resource Prof		ACCOUNT NUMBER 1 2 9 0 2 7 1 2 4 5 7 5 3					
Bank Branch: Kenyatta Avenu					Swift Code: EQBLKENA					
FUNDING CONFIRMATION / TAX DETAILS Letter undersigned confirm that funds are excitable for the above training										
I, the undersigned, confirm that funds are available for the above training.										
Name of Organization:										
Org. KRA PIN: Org. Mobile No.:										
Confirmed By: Position:										
Signature: Date & Stamp:										
NOTE THAT.										

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