

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.

NITA: NITA/TRN/1234

IHRM: C00259

Effective People Management & Interpersonal Skills Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
8th - 13th 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: 03:12:2025

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PROFORMA INVOICE

QTY	DESCR	IPTION			NET (KE	S)	VAT (KES)	GROSS (KES)			
1	Effective Skills to Bloomi	70,000.00			81,200.00						
GROSS (KES): Eighty One Thousand Two Hundred 81,200.00											
PARTICIPANT(S) DETAILS											
NO.	NAME		EMAIL ADDRESS			TE	ГЕLЕРНОМЕ				
PAYMENT DETAILS											
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 81,200.00											
BANK	ACCOUNT NAME					ACCO	UNT NUMBER				
	quity Bank Academy of Certified Human Resource Professionals Lt			td							
Bar	Bank Branch: Kenyatta Avenue Branch Code: 129 Swift Cod						e: 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 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