

Mastering Disciplinary Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
8th - 13th Dec, 2025	8:30 AM-4:00 PM	6 Day(s)	Blooming Suites, Naivasha	6	70,000.00

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;

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

DATE: 16:02:2026

PROFORMA INVOICE

Invoice To;

Organization Name:

Phone:

Email:

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Mastering Disciplinary Management training from 8th - 13th Dec, 2025 at Blooming Suites, Naivasha	70,000.00	11,200.00	81,200.00
GROSS (KES): Eighty One Thousand Two Hundred				81,200.00

NOMINATION FORM

PARTICIPANT(S) DETAILS

NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS

Bank Name: Equity Bank

Account Name: Academy of Certified Human Resource Professionals Ltd

Account No.: 1 2 9 0 2 7 1 2 4 5 7 5 3

Bank Branch: Kenyatta Avenue

Branch Code: 129

Swift Code: EQBLKENA

Pay Bill No.: 247247

Account No.: 300245

FUNDING CONFIRMATION / TAX DETAILS

I, the undersigned, has verified the nomination and confirms availability of funds for this training.

Name of Organization:

Org. KRA PIN: Org. Mobile No.:

Confirmed By: Position:

Signature: Date & Stamp:

NOTE THAT:

1. Only those Delegates whose fees have been paid in full will be allowed to the event
2. A scanned copy of the duly completed form should be sent to admin@achrp.org
3. The above training Cost does not include Transport & Accommodation