

## Effective People Management & Interpersonal Skills Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
30th Nov - 5th Dec, 2026	8:00 AM-4:00 PM	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

### 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;

- Staff working in the HR Department
- Office Coordinators
- Staff working in Administration
- Executive Secretaries
- Clerical Officers (HR)
- HR Professionals
- Human Resource Managers
- HR Business Partners



**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	<b>Effective People Management &amp; Interpersonal Skills</b> training from <b>30th Nov. 2026 - 5th Dec. 2026</b> at <b>Blooming Suites, Naivasha</b>	60,000.00	9,600.00	69,600.00
<b>GROSS (KES):</b> Sixty Nine Thousand Six Hundred				<b>69,600.00</b>

**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:**

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