

### **Effective Disciplinary Management Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
30th Sep - 4th Oct, 2024	08:30 AM-11:30 AM	5 Day(s)	Nairobi Safari Club, Nairobi	6	60,000.00

#### **Course Overview**

Unlock the power of effective disciplinary management with our intensive five-day course, designed to arm you with the essential skills and knowledge to handle disciplinary processes with confidence and legal precision. Tailored to the Kenyan legal framework, this program blends theoretical insights with practical exercises, ensuring you master the art of maintaining organizational order and performance. Gain hands-on experience in leading disciplinary hearings, and develop the communication and investigative skills necessary for success. Join us to transform your approach to disciplinary challenges and elevate your managerial acumen.

#### **Course Objectives**

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

- Understand the role importance of discipline in an organization, including the role of HR department and line departments on discipline.
- Learn the basis for conducting a disciplinary hearing and its objectives.
- Understand relevant labour legislation that applies to employee discipline within the Kenya legal framework.
- Grasp the composition and functions of a disciplinary committee, and the role of the players in the hearing: Chairperson, Secretary, HR, Employee's Representative.
- Acquire essential skills in conducting a disciplinary investigation and writing an investigation report.
- Master the end-to-end procedure of conducting a professional disciplinary hearing.
- Comprehend relevant issues in a disciplinary hearing, such as: basic the rules of evidence (examination of witnesses, cross examination of witnesses), consideration of mitigating and aggravating factors.

## 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** 



# Academy of Certified Human Resource Professionals Ltd.

Regus Suites,  $17^{\text{th}}$  Floor, JKUAT Towers, Kenyatta Avenue,

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

**1** +254 700 722 522 | **3** +254 722 300 245.

admin@achrp.org | https://achrp.org

IHRM: C00259 NITA: NITA/TRN/1234

DATE: 20:10:2025		PROFORMA INVOICE						
Invoice To:								
Organization Name								
Organization Name:								
Phone Number:  Email Address:								
Ellidi	i Address:							
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	1 Effective Disciplinary Management Training		60,000.00	9,600.00	69,600.00			
CDOCC. Circles Nine Theorem d Circ Household					69,600.00			
GROSS: Sixty Nine Thousand Six Hundred 69,600.00								
***PAYMENT DETAILS***								
Pay Bill No: 247247								
Bank Name: Equity Bank Bank Account Name: Academy of Certified Human Resource Professionals Ltd Bank Branch: Kenyatta Avenue Bank Physical Address: Kenyatta Avenue Bank Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3								
Nomination Authorization & Funding Confirmation								
Organization KRA PIN:								
Contact Person:								
Position:								
Signature:								
Date:								
Email the duly completed document to administration out								