



Mastering Disciplinary Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
27th Oct - 1st Nov, 2025	8:30 AM-4:00 PM	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

Course Overview

Managing disciplinary matters is essential for fostering accountability and maintaining trust within organizations. This course equips professionals with the expertise to handle disciplinary issues strategically, ensuring fairness, transparency, and compliance with labor laws. Participants will learn how to implement structured frameworks, address misconduct constructively, and strengthen workplace dynamics. Through real-world scenarios and practical exercises, attendees will gain confidence in navigating challenging situations while reinforcing a culture of fairness and ethical conduct.

Course Objectives

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

- Understand the principles and significance of disciplinary management.
- Develop structured frameworks for addressing misconduct effectively.
- Navigate legal and ethical considerations in disciplinary processes.
- Communicate disciplinary actions with transparency and fairness.
- Foster a culture of accountability, trust, and ethical practices.
- 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;

- HR Professionals
- Labor Relations Officers
- Managers Handling Workplace Complaints
- Labour law practitioners - both consultants and litigators
- Entrepreneurs and directors who want to master legal aspects of labour and industrial laws
- Managers Handling Disciplinary Matters

Den PN Gathitu

CHRP. Den PN Gathitu

Secretary General

Academy of Certified Human Resource Professionals

DATE: 20:10:2025

PROFORMA INVOICE

Invoice To:

Organization Name:.....

Phone Number:.....

Email Address:.....

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Mastering Disciplinary Management Training	60,000.00	9,600.00	69,600.00
GROSS: Sixty Nine Thousand Six Hundred				69,600.00

PAYMENT DETAILS

Pay Bill No: 247247 **Account No.:** 300245 **Amount:** KES 69,600.00

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 admin@achrp.org