



Effective People Management & Interpersonal Skills Training

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

Course Overview

This six-day training equips Executive Secretaries and Clerical Officers (HR) 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)

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	Effective People Management & Interpersonal Skills 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