



## Academy of Certified Human Resource Professionals

Regus Suites, 17<sup>th</sup> Floor, JKUAT Towers, Kenyatta Avenue,

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

Tel: 020-5157034 | Mobile: 0722 300 245.

Email: [admin@achrp.org](mailto:admin@achrp.org) | Website: <https://achrp.org>

IHRM ACCREDITATION NO.: C00259

NITA ACCREDITATION NO.: NITA/TRN/1234

### 2018 TRAINING CALENDAR

S/NO.	COURSE TITLE	DATE	DURATION	VENUE	COST	CPD
1	Project Management	02:01:2018	6 Hour(s) Hour(s)	Online	15,000	0
2	Leading in a Diverse & Inclusive Culture	10:02:2018		Nairobi	2,500	2
3	Effective Coaching & Motivation	24:02:2018		Nairobi	2,500	2
4	Managing Performance & Delegation Skills	10:03:2018		Nairobi	2,500	2
5	How to Deal with Office Politics	24:03:2018		Nairobi	2,500	2
6	Strategic Human Resource Planning	07:04:2018		Nairobi	2,500	2
7	Effective Recruitment & Selection	21:04:2018		Nairobi	2,500	2
8	Employee Orientation & Onboarding	05:05:2018		Nairobi	2,500	2
9	Performance Management System	19:05:2018		Nairobi	2,500	2
10	Dealing with Difficult People	09:06:2018		Nairobi	2,500	2
11	Training Needs Analysis	23:06:2018		Nairobi	2,500	2
12	Coaching Skills to Improve Employee Performance	07:07:2018		Nairobi	2,500	2
13	Effective Team Leaders' Guide to Teamwork and Team Building	21:07:2018		Nairobi	2,500	2
14	2nd HR Symposium	26:07:2018	2 Day(s) Day(s)	Nakuru	34,800	4
15	Competency-Based Development of HR Policies and Procedures	11:08:2018		Nairobi	2,500	2
16	Improving Performance Using Balanced Scorecard	25:08:2018		Nairobi	2,500	2
17	Work Attitude and Values Enhancement (WAVE)	08:09:2018		Nairobi	2,500	2
18	Competency-Based Succession Planning	22:09:2018		Nairobi	2,500	2
19	Using Emotional Potential Effectively	06:10:2018		Nairobi	2,500	2
20	Succession Planning: Developing Talent from Within	27:10:2018		Nairobi	2,500	2
21	Creative Problem Solving and Decision Making	10:11:2018		Nairobi	2,500	2
22	Training of Trainers	24:11:2018		Nairobi	2,500	2
23	Training Evaluation: Measuring the Impact of Training	01:12:2018		Nairobi	2,500	2
24	Fundamentals of Organization Development	08:12:2018		Nairobi	2,500	2

25	Training of Trainers	11:12:2018		Nairobi	6,000	2
26	Basic Supervisory Skills	14:12:2018		Nairobi	2,500	2
27	Advanced Supervisory Skills	15:12:2018		Nairobi	2,500	2

**THE COSTS INDICATED ARE NOT INCLUSIVE OF; VAT, TRANSPORT AND ACCOMMODATION**