

## Effective Performance Appraisal System Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
27th - 28th Oct, 2022	8:30 AM-11:30 AM	2 Day(s)	Zoom Webinar, Zoom	2	3,000.00

### Course Overview

### Course Objectives

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

- What is Performance Appraisal
- Purpose of Performance Appraisal
- Goals and Work Efforts
- Performance Criteria
- Steps in Performance Appraisal Process
- Who Should Do the Appraising
- Methods of Performance Appraisal
- Importance of Appraisal Interview
- Requirements of an Effective Appraisal System
- Errors of Performance Appraisal

### Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- Managers and supervisors responsible for team performance.
- Business leaders seeking to enhance organizational effectiveness.
- All those involved in performance appraisals,

### Video Link(s)

Module Title	Video Link
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**CHRP. Den PN Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**

To:	PROFORMA INVOICE	DATE: 30:01:2026

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	<b>Effective Performance Appraisal System</b>	3,000.00	0.00	3,000.00
<b>GROSS (KES):</b> Three Thousand				<b>3,000.00</b>

PARTICIPANT(S) DETAILS			
NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS		
M-PESA Pay Bill No: 247247   Account No.: 300245   Amount: KES 3,000.00		
BANK NAME	ACCOUNT NAME	ACCOUNT NUMBER
Equity Bank	Academy of Certified Human Resource Professionals Ltd	1 2 9 0 2 7 1 2 4 5 7 5 3
Bank Branch: Kenyatta Avenue	Branch Code: 129	Swift Code: EQBLKENA

FUNDING CONFIRMATION / TAX DETAILS	
I, the undersigned, confirm that funds are available for the above training.	
Name of Organization: .....	
Org. KRA PIN: ..... Org. Mobile No.: .....	
Confirmed By: ..... Position: .....	
Signature: ..... Date & Stamp: .....	

NOTE THAT:	
1. Only those Delegates whose fees have been paid in full will be allowed to the event	
2. Send a scanned copy of the duly completed Nomination Form to <a href="mailto:admin@achrp.org">admin@achrp.org</a>	
The above training Cost does not include Transport & Accommodation	