

## 10th HR Symposium Training

| Date                  | Time              | Duration | Venue                    | CPD | Cost (Excl. VAT)PP |
|-----------------------|-------------------|----------|--------------------------|-----|--------------------|
| 15th - 18th Aug, 2023 | 08:30 AM-11:30 AM | 4 Day(s) | Sarova Woodlands, Nakuru | 6   | 60,000.00          |

### Course Overview

The 10th HR Symposium will engage participants on management of people using performance, planned goals and objectives, measurement, feedback and recognition to motivate employee's to realize their maximum possible performance levels. The delegates will further examine the necessity of Performance Appraisal (PA) in the process of determining the personality, performance and potential of the employees of an organization as well as communicating to an employee how he or she is performing the job and establishing a plan for improvement.

Hence, it is crucial that an employee as well as his Manager should strive to improve the employee's performance levels to its maximum possible capability.

Performance Management refers to management of people using performance, planned goals and objectives, measurement, feedback and recognition to motivate people to realize their maximum potential.

### Course Objectives

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

- Strategic Performance Management Systems
- Conducting Effective Performance Appraisals
- Improving Employee Performance

### 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**

|     |                  |                  |
|-----|------------------|------------------|
| To: | PROFORMA INVOICE | DATE: 30:01:2026 |
|     |                  |                  |

| QTY                                | DESCRIPTION  | NET (KES) | VAT (KES) | GROSS (KES)      |
|------------------------------------|--|-----------|-----------|------------------|
| 1                                  | <b>10th HR Symposium</b> training from <b>15th - 18th Aug, 2023</b> at <b>Sarova Woodlands, Nakuru</b> | 60,000.00 | 0.00      | 60,000.00        |
| <b>GROSS (KES):</b> Sixty Thousand |  |           |           | <b>60,000.00</b> |

| PARTICIPANT(S) DETAILS |      |               |           |
|------------------------|------|---------------|-----------|
| NO.                    | NAME | EMAIL ADDRESS | TELEPHONE |
|                        |      |               |           |
|                        |      |               |           |
|                        |      |               |           |
|                        |      |               |           |

| PAYMENT DETAILS   |   |                             |
|---|---|-----------------------------|
| <b>M-PESA Pay Bill No: 247247   Account No.: 300245   Amount: KES 60,000.00</b> |   |                             |
| 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   |
| <b>Bank Branch:</b> Kenyatta Avenue   | <b>Branch Code:</b> 129                               | <b>Swift Code:</b> 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   |  |