

Effective Disciplinary Management Process Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|-----------------------|-------------------|----------|---------------------------|-----|--------------------|
| 13th - 17th May, 2024 | 08:30 AM-11:30 AM | 5 Day(s) | Pridelnn Express, Mombasa | 6 | 60,000.00 |

Course Overview

This intensive five-day course aims to equip participants with the fundamental knowledge and skills required to execute fair and effective disciplinary processes within organizational settings, with a particular focus on the Kenyan legal framework. Through a blend of theoretical insights and practical exercises, it explores the crucial role of discipline in maintaining organizational order and performance, delineates the respective responsibilities of human resources and line departments, and outlines the legal underpinnings of employee discipline. Participants will gain hands-on experience in preparing for and leading disciplinary hearings, acquiring the communication and investigative skills requisite for such proceedings. This course seeks to ensure that upon completion, attendees can confidently navigate through disciplinary challenges with both legal astuteness and managerial acumen.

Course Objectives

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

- Understand the role importance of discipline in an organization, including the role of HR department and line departments on discipline.
- Learn the basis for conducting a disciplinary hearing and its objectives.
- Understand relevant labour legislation that applies to employee discipline within the Kenya legal framework.
- Grasp the composition and functions of a disciplinary committee, and the role of the players in the hearing: Chairperson, Secretary, HR, Employee's Representative.
- Acquire essential skills in conducting a disciplinary investigation and writing an investigation report.
- 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 focused on performance evaluations.
- Line Managers involved in implementing HR policies and programs,
- Non-HR Leaders and Managers,
- Workers Representatives
- Line Managers & HOD's,
- HR Professionals

- People Managers
- HR Executives

Den PN Gathitu

CHRP. Den PN Gathitu
Secretary General
Academy of Certified Human Resource Professionals

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

| QTY | DESCRIPTION | NET (KES) | VAT (KES) | GROSS (KES) |
|------------------------------------|--|-----------|-----------|------------------|
| 1 | Effective Disciplinary Management Process training from 13th - 17th May, 2024 at PrideInn Express, Mombasa | 60,000.00 | 0.00 | 60,000.00 |
| GROSS (KES): Sixty Thousand | | | | 60,000.00 |

| PARTICIPANT(S) DETAILS | | | |
|------------------------|------|---------------|-----------|
| NO. | NAME | EMAIL ADDRESS | TELEPHONE |
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| PAYMENT DETAILS | | |
|--|---|---------------------------|
| M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 60,000.00 | | |
| 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 | | |
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| 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: | |
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| 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 admin@achrp.org | |

The above training Cost does not include Transport & Accommodation