

## Setting KPIs & Tracking Progress Training

| Date                 | Time              | Duration | Venue                     | CPD | Cost (Excl. VAT)PP |
|----------------------|-------------------|----------|---------------------------|-----|--------------------|
| 7th - 11th Apr, 2025 | 08:30 AM-11:30 AM | 5 Day(s) | Blooming Suites, Naivasha | 6   | 65,000.00          |

### Course Overview

The Managing Performance: Setting KPIs & Tracking Progress training program is designed to provide managers, team leaders, and HR professionals with the skills and knowledge necessary to effectively set Key Performance Indicators (KPIs) and track progress. This course will cover the fundamentals of performance management, techniques for setting measurable KPIs, and strategies for monitoring and evaluating progress. By mastering these skills, participants will be able to drive organizational performance, enhance productivity, and achieve business goals.

### Course Objectives

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

- To understand the fundamentals of performance management and its importance in achieving organizational goals.
- To learn and apply techniques for setting effective KPIs that are aligned with organizational objectives.
- To develop skills for monitoring and tracking progress against KPIs.
- To enhance abilities in evaluating performance and providing constructive feedback.
- To implement best practices for continuous performance improvement.

### 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>Setting KPIs &amp; Tracking Progress</b> training from <b>7th - 11th Apr, 2025</b> at <b>Blooming Suites, Naivasha</b> | 65,000.00 | 0.00      | 65,000.00        |
| <b>GROSS (KES):</b> Sixty Five Thousand |   |           |           | <b>65,000.00</b> |

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

| PAYMENT DETAILS  |   |                           |
|--|---|---------------------------|
| M-PESA Pay Bill No: 247247   Account No.: 300245   Amount: KES 65,000.00 |   |                           |
| 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   |  |