

Training of Trainers (ToT) Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
2nd - 7th Jun, 2025	08:30 AM-11:30 AM	6 Day(s)	Lake Naivasha Resort, Naivasha	6	70,000.00

Course Overview

The Training of Trainers (ToT) course is designed to transform professionals into impactful and engaging trainers. Participants will master the art of creating and delivering training programs that captivate their audience and drive measurable outcomes. Grounded in adult learning principles, this course emphasizes practical strategies for facilitation, interactive techniques, and evaluation tools to ensure knowledge retention and performance improvement. Through hands-on activities and real-world applications, attendees will leave confident and equipped to inspire learning in any setting.

Course Objectives

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

- Understand and apply adult learning principles to training design.
- Develop engaging and interactive training sessions tailored to audience needs.
- Master facilitation techniques for clear and impactful delivery.
- Utilize evaluation tools to measure training effectiveness and outcomes.
- Build confidence in leading and managing diverse learning environments.

Target Groups

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

- HR Professionals
- Trainers and Facilitators
- Managers Overseeing Employee Development
- Educators Transitioning to Corporate Training



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	Training of Trainers (ToT) training from 2nd - 7th Jun, 2025 at Lake Naivasha Resort, Naivasha	70,000.00	0.00	70,000.00
GROSS (KES): Seventy Thousand				70,000.00

PARTICIPANT(S) DETAILS			
NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS		
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 70,000.00		
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 admin@achrp.org	

The above training Cost does not include Transport & Accommodation