

Strategic Disciplinary Management Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
18th - 23rd Aug, 2025	08:30 AM-16:00	6 Day(s)	Blooming Suites, Naivasha	6	60,000.00

Course Overview

This comprehensive 6-day training program equips participants with advanced knowledge and practical tools for implementing ethical and legally compliant disciplinary management processes. Drawing from core disciplinary documents, legal frameworks, and HR best practices, participants will master the art of investigating misconduct, leading fair hearings, handling evidence, and managing poor performance, probationary exits, and criminal proceedings.

Course Objectives

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

- Understand ethical and statutory foundations of disciplinary management.
- Formulate and audit internal disciplinary policies.
- Conduct investigations and hearings professionally and fairly.
- Apply legal standards in handling evidence and procedural fairness.
- Manage poor performance and probationary exits effectively.
- Navigate disciplinary action amidst criminal proceedings.
- Foster a workplace culture grounded in accountability and trust.

Target Groups

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

- HR Professionals
- Managers Handling Disciplinary Matters
- Organizational Executives
- Team Leaders



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	Strategic Disciplinary Management training from 18th - 23rd Aug, 2025 at Blooming Suites, Naivasha	60,000.00	0.00	60,000.00
GROSS (KES): Sixty Thousand				60,000.00

PARTICIPANT(S) DETAILS			
NO.	NAME	EMAIL ADDRESS	TELEPHONE

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		
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