

Mastering Disciplinary Management Training

| Date | Time | Duration | Venue | CPD | Cost (Excl. VAT)PP |
|--------------------------|-----------------|----------|---------------------------|-----|--------------------|
| 27th Oct - 1st Nov, 2025 | 8:30 AM-4:00 PM | 6 Day(s) | Blooming Suites, Naivasha | 6 | 60,000.00 |

Course Overview

Managing disciplinary matters is essential for fostering accountability and maintaining trust within organizations. This course equips professionals with the expertise to handle disciplinary issues strategically, ensuring fairness, transparency, and compliance with labor laws. Participants will learn how to implement structured frameworks, address misconduct constructively, and strengthen workplace dynamics. Through real-world scenarios and practical exercises, attendees will gain confidence in navigating challenging situations while reinforcing a culture of fairness and ethical conduct.

Course Objectives

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

- Understand the principles and significance of disciplinary management.
- Develop structured frameworks for addressing misconduct effectively.
- Navigate legal and ethical considerations in disciplinary processes.
- Communicate disciplinary actions with transparency and fairness.
- Foster a culture of accountability, trust, and ethical practices.
- 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
- Labor Relations Officers
- Managers Handling Workplace Complaints
- Labour law practitioners - both consultants and litigators
- Entrepreneurs and directors who want to master legal aspects of labour and industrial laws
- Managers Handling Disciplinary Matters


Den PN Gathitu

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 | Mastering Disciplinary Management training from 27th Oct. 2025 - 1st Nov. 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 | | |