

Academy of Certified Human Resource Professionals Ltd.

Regus Suites, 17th Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

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admin@achrp.org | https://achrp.org

NITA: NITA/TRN/1234

Effective People Management & Interpersonal Skills Training

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

Course Overview

IHRM: C00259

This six-day training equips Executive Secretaries and Clerical Officers (HR) with the interpersonal and people management skills needed to thrive in dynamic organizational environments. Participants will master emotional intelligence, assertive communication, conflict resolution, and relationship-building techniques tailored to administrative and HR support roles. Through practical exercises and scenariobased learning, they'll enhance their ability to manage workplace dynamics, support leadership, and foster a culture of professionalism and trust.

Course Objectives

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

- Apply people management principles in administrative and HR support contexts
- Communicate clearly, assertively, and respectfully across organizational levels
- Build trust and professional relationships with colleagues and supervisors
- Manage conflict and difficult conversations with emotional intelligence
- Support team cohesion and leadership through proactive collaboration
- Demonstrate workplace etiquette, influence, and personal branding
- Navigate diversity, stress, and service challenges with confidence and empathy

Target Groups

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

- HR Support Staff
- Office Coordinators
- Administrative Assistants
- Executive Secretaries
- Clerical Officers (HR)

Den Methitu

CHRP. Den PN Gathitu **Secretary General**

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DATE: 16:10:2025		PROFORMA INVOICE						
Invoice To:								
Organization Name: Phone Number:								
Email Address:								
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	Effective People Management Skills Training	ent & Interpersonal	60,000.00	9,600.00	69,600.00			
GROSS: Sixty Nine Thousand Six Hundred 69,600.00								
PAYMENT DETAILS								
Pay Bill No: 247247 Account No.: 300245 Amount: KES 69,600.00								
Bank Name: Equity Bank Bank Account Name: Academy of Certified Human Resource Professionals Ltd Bank Branch: Kenyatta Avenue Bank Physical Address: Kenyatta Avenue Bank Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3								
Please complete tax details below to authorize this booking								
Organization KRA PIN:								
Contact Person:								
Position:								
Signature:								
Date:								

Email the duly completed document to