

Goal Setting & Performance Planning Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
8th Aug, 2026	8:30 AM-11:30 AM	3 Hour(s)	Zoom, Online	1	1,000.00

Course Overview

Goals are the roadmap of performance, but without precision, they become a source of frustration. This session elevates goal-setting from a clerical task to a strategic discipline. Participants will master the art of crafting "pressure-tested" SMART goals that provide absolute clarity and accountability. We dive deep into the science of KPI development, learning to translate vague job descriptions into measurable, high-impact performance criteria. By mastering the technique of cascading goals, coaches ensure that every individual effort is directly contributing to the organization's highest strategic priorities.

Course Objectives

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

- Write SMART goals that drive clarity and accountability
- Develop KPIs aligned with organizational strategy
- Translate roles into measurable performance criteria
- Cascade goals effectively across teams

Target Groups

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

- HR Managers and Performance Coaches
- Team Leaders and Supervisors
- Organizational Development Practitioners
- Learning & Development Professionals
- Public Service HR Practitioners
- Senior Managers responsible for coaching and performance transformation
- HR Professionals

Zoom Credentials

Webinar Link	Meeting ID	Password
https://us02web.zoom.us/j/89290051211?pwd=GNlXG6YzayaZMSF5bIAyI41Po1HTb6.1	89290051211	456073

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Academy of Certified Human Resource Professionals

To; **PROFORMA INVOICE** **DATE: 30:01:2026**

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	Goal Setting & Performance Planning	1,000.00	0.00	1,000.00
GROSS (KES): One Thousand				1,000.00

PARTICIPANT(S) DETAILS			
NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS		
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 1,000.00		
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