



# 2019 CHRM TRAINING & EVENTS SCHEDULE

## Who We Are:

The College of Human Resource Management (CHRM), formerly, IHRM College, is a leading middle level training institution in Kenya, and was established in 1997 as the training arm of Institute of Human Resource Management (IHRM), the Professional Body for HR Practitioners in Kenya, which is now regulating the HR Profession in Kenya through an Act of Parliament HRMP Act 2012. It is committed to developing the human resource required for the management of people at the workplace in both the public and private sectors of the economy. With effect from 2014 and with the enactment of the Human Resource Management Professionals (HRMP) Act 2012, there was a need to separate the training College function from the Professional Body-IHRM and hence the need to rebrand IHRM College as College of Human Resource Management (CHRM). From 2015, CHRM diversified its training programs from the core Academic and Professional programs to Skills Development Programs. This Training Calendar therefore outlines a comprehensive and detailed Skills Development Programs that we have prepared for the year 2019. We believe that it gives a good selection and choice to a discerning HR Practitioner/Student/Trainee interested in upscaling their Continuous Professional Development. CHRM is accredited and mandated by IHRM to offer CPD Points to all IHRM Members who undertake our Training Programs/Courses.

## Vision Statement

To be a Global Centre of Excellence in Leadership Development, Research, Innovation and Training

## Mission Statement

To provide accessible high quality professional and academic training with emphasis on knowledge development and application of emerging socio-economic solutions

## Our Values

We are guided by:

- ♣ Excellence
- ♣ Integrity
- ♣ Synergy
- ♣ Leadership
- ♣ Business Acumen

## Our Goals & Objectives

- ♣ To develop and maintain professional standards in our processes and operations which are efficient and effective;
- ♣ To establish and maintain up to date library resources with both educational and professional materials;
- ♣ To develop and implement value added course programs that are tailored to suit both the private and public markets;
- ♣ To enable students/trainees to achieve their full potential by delivering accessible and outstanding education and training;
- ♣ To engage in strategic partnerships to facilitate and enhance the development of programs and services;
- ♣ To maintain long-term financial viability;

## Qtr. 1: January - March

TRAINING COURSES	AREAS TO BE COVERED	DATES	COST (+vat)
<i>Training of Trainers (ToT)</i>	Understanding the training role   Connecting with the adult learner   Best practices for great facilitators   Creating a relaxing and interactive training environment   Aligning training with organizations objectives   Designing appropriate training programs   Using training materials and resources effectively   Assessing and evaluating training   Practice and peer feedback sessions   Closing reflections and action planning	18 <sup>th</sup> Jan-1 <sup>st</sup> Feb <i>10-Weekday Evenings</i> 16 <sup>th</sup> Jan-23 <sup>rd</sup> Feb <i>6-Half Saturdays</i>	39,000/=
<i>Human Resource Management Information Systems (HRMIS)</i>	Introduction to HRMIS   Supported Environment   Installing Orange HRMIS   The System   Admin Module   PIM Module   Leave Module   Time Module   Recruitment Module   Performance Module   Payroll	18 <sup>th</sup> Jan-1 <sup>st</sup> Feb <i>10-Weekday Evenings</i> 16 <sup>th</sup> Jan-23 <sup>rd</sup> Feb <i>6-Half Saturdays</i>	33,000/=
<i>HR for Non-HR Managers &amp; Supervisors (Executive Certificate)</i>	Overview of HRM /Talent Management/Talent Development /Succession Planning / Mentoring / Coaching / Organization Development / Performance Management / Performance Appraisals / Administration of HR Practices / labor Laws / Employee Relations / Compensation & Benefits / Staff Motivation	11 <sup>th</sup> -22 <sup>nd</sup> Feb <i>10-Weekday Evenings</i> 9 <sup>th</sup> Feb-16 <sup>th</sup> Mar <i>6-Half Saturdays</i>	45,000/=
<i>Pension for Non-Pension Managers</i>	Overview -Understanding Pensions / The Income Tax Act /The Employment Act / The Pension Act / Secretarial Role In A Retirement Benefits Scheme / Stakeholders In Retirement Benefits Provision / Gratuity Schemes Management / NSSF ACT 2013 / Introduction To Investment Matters / Types Of Investment / Emerging Issues	6 <sup>th</sup> -8 <sup>th</sup> February	50,000/=
<i>Employee &amp; Labour Relations Workshops for SMEs</i>	Employment Act » Labour Relations Act » Labour Institutions Act » Work Injury Benefits Act Occupational Safety & Health Act   Industrial Training Act   Retirements Benefits Act	27 <sup>th</sup> -29 <sup>th</sup> March	30,000/=
<i>Leadership Communication Mastery Program</i>	Take Your Speaking Skills To Executive Level   Speak Persuasively At Office, Public And Industry Event   Strengthen Your Stage Presence   Avoid "Death By Powerpoint" Learn How To Handle Nervousness And Lack Of Confidence   Deliver Compelling Business Presentations  Engage Your Audience   Add Humor And Charisma To Your Presentations  Become A Brand In Your Industry.	20 <sup>th</sup> -22 <sup>nd</sup> March	45,000/=
<i>Annual HR Summit</i>	Theme & Topics to TBA	14 <sup>th</sup> -16 <sup>th</sup> March	50,000/=

## Qtr. 2: April - June

TRAINING COURSES	AREAS TO BE COVERED	DATES	COST (+vat)
<i>HR &amp; Business Consulting Program</i>	Introduction\Financial Proposals\Technical Proposals/Organisation Review\ Job Evaluation\Remuneration\Recruitment & Selection\Performance Management\HR survey/Preparation & Responding to Requests for Proposals\ HR Audit/Developing Consultancy Proposals/Managing HR Consultancy	6 <sup>th</sup> Apr-3 <sup>rd</sup> Aug <i>17-Half Saturdays</i>	70,000/=
<i>Employee Assistance - Addiction</i>	Overview of Alcoholic Act\Disease Model of Addiction\Best Practices\Impact of Alcoholism/Addiction in the Workplace\Occupation Diseases/Life Story-Testimonials	10 <sup>th</sup> -12 <sup>th</sup> Apr	35,000/=
<i>Coaching For Performance</i>	Designed to help participants hold coaching conversations   Create and sustain a high performance culture in their organization   Acquire Skills that makes the work climate positive and supportive to performance   Motivates staff and providing challenges, Clarity and Support   Strengthen communication   Sustain Employee Engagement and Commitment   Set a tone of excellence in the workplace	24 <sup>th</sup> -25 <sup>th</sup> Apr	45,000/=
<i>Corporate Leadership NGCL</i>	Leadership & The Corporation/The Four Circles Of Leadership/Leadership Roles In The Corporation/Leading Corporate Processes/Teamwork In Corporate Organizations/Harnessing Corporate Resources/CEO - Leading Corporate Transformation/Global Leadership Developing Next Generation Leaders	4 <sup>th</sup> May-29 <sup>th</sup> Jun <i>8 Half-Saturdays</i>	50,000/=
<i>Occupational Health Safety and Environment</i>	Fundamentals of Safety and Health \ Control and Management of Workplace Hazards\ Personal Protective Equipment\ Occupational Safety and Health Law \ Plant and Machinery Safety\ Occupational Safety and Health Committees \ Occupational Accidents\ Workplace Health Hazards\ Safe Work Procedures Workplace inspection Methods \ Fire safety \Occupational Safety and Health Policy\Contemporary Issues in Safety and Health: HIV AIDS, Stress, Alcohol and Drug Abuse	8 <sup>th</sup> -10 <sup>th</sup> May	40,000/=
<i>Employee &amp; Labour Relations Symposium</i>	Emotional Intelligent HR Professionals/Sources of Labor Laws/ Disciplinary Management/Disciplinary Hearings/Disciplinary Sanctions/ Employee Grievances/DC&G Risk Management/Trade Unions & CBAs/ Redundancy & the Law/E&LR Panel Moderated Clinic	15 <sup>th</sup> -17 <sup>th</sup> May	60,000/=
<i>CHRM Premier Internship Program</i>	Business Skills/Soft Skills/Personal Effectiveness/Business Acumen/Position Yourself	10 <sup>th</sup> -14 <sup>th</sup> Jun 17 <sup>th</sup> -21 <sup>st</sup> Jun 24 <sup>th</sup> -28 <sup>th</sup> Jun <i>5-Full Days</i>	15,000/= <i>CHRM Students</i> 20,000/= <i>Non-CHRM Students</i>
<i>HR Analytics Executive Diploma (4 Levels: Introduction-Advanced)</i>	Metrics and Analytics   HR Dashboard   Investments in HR Metrics & Analytics   Alignment of HR Metrics & Analytics Corporate   Evaluation of HR Metrics & Workforce	June (TBA) <i>5-Day Program</i>	150,000/= <i>per Level</i> 100,000/= <i>for early birds</i>

## Qtr. 3: July - September

TRAINING COURSES	AREAS TO BE COVERED	DATES	COST (+vat)
<i>Team &amp; Group Coaching Program</i>	This Coaching Program is designed for HR Professionals and Team Leaders. Skills gained will help Support Groups or Teams with a view to: Build a Harmonized Vision   Focus on a Measurable Result   Define the Obstacles and Root Causes   Specify Priority Actions   Execute and Evaluate.	4 <sup>th</sup> -5 <sup>th</sup> Jul	45,000/=
<i>Training of Trainers (ToT)</i>	Understanding the training role   Connecting with the adult learner   Best practices for great facilitators   Creating a relaxing and interactive training environment   Aligning training with organizations objectives   Designing appropriate training programs   Using training materials and resources effectively   Assessing and evaluating training   Practice and peer feedback sessions   Closing reflections and action planning	15 <sup>th</sup> -26 <sup>th</sup> Jul <i>10-Weekday Evenings</i> 20 <sup>th</sup> Jul-24 <sup>th</sup> Aug <i>6-Half Saturdays</i>	39,000/=
<i>Human Resource Management Information Systems (HRMIS)</i>	Introduction to HRMIS   Supported Environment   Installing Orange HRMIS   The System   Admin Module   PIM Module   Leave Module   Time Module   Recruitment Module   Performance Module   Payroll	15 <sup>th</sup> -26 <sup>th</sup> Jul <i>10-Weekday Evenings</i> 20 <sup>th</sup> Jul-24 <sup>th</sup> Aug <i>6-Half Saturdays</i>	33,000/=
<i>HR for Non-HR Managers &amp; Supervisors</i>	Overview of HRM /Talent Management/Talent Development /Succession Planning / Mentoring / Coaching / Organization Development / Performance Management / Performance Appraisals / Administration of HR Practices / labor Laws / Employee Relations / Compensation & Benefits / Staff Motivation	12 <sup>th</sup> -23 <sup>rd</sup> Aug <i>10-Weekday Evenings</i> 10 <sup>th</sup> Aug-14 <sup>th</sup> Sept <i>6-Half Saturdays</i>	45,000/=
<i>Employee &amp; Labour Relations Symposium</i>	Emotional Intelligent HR Professionals/Sources of Labor Laws/Disciplinary Management/ Disciplinary Hearings/Disciplinary Sanctions/Employee Grievances/DC&G Risk Management/ Trade Unions & CBAs/Redundancy & the Law/E&LR Panel Moderated Clinic	18 <sup>th</sup> -20 <sup>th</sup> Sept	60,000/=
<i>Performance Management Systems</i>	Introduction to Performance Management / Principles of Effective Performance Management / Translating Performance Appraisal to Performance Management / How to Cascade Overall Goals to Individual Performance Goals / How to Reward good Performance / How to Deal with poor Performance / How to Effectively provide Performance Feedback / How to Implement and organization Wide Performance Management System / Identifying and Overcoming Obstacles to an Effective Performance Management System / Leading Organizational Changes Towards a Performance Management Culture	28 <sup>th</sup> -30 <sup>th</sup> Aug	40,000/=
<i>Leadership Communication Mastery Program</i>	Take Your Speaking Skills To Executive Level   Speak Persuasively At Office, Public And Industry Event   Strengthen Your Stage Presence   Avoid "Death By Powerpoint" Learn How To Handle Nervousness And Lack Of Confidence   Deliver Compelling Business Presentations  Engage Your Audience   Add Humor And Charisma To Your Presentations  Become A Brand In Your Industry.	11 <sup>th</sup> -13 <sup>th</sup> Sept	45,000/=

## Qtr. 4: October - December

TRAINING COURSES	AREAS TO BE COVERED	DATES	COST (+vat)
<i>Pension for Non-Pension Managers</i>	Overview -Understanding Pensions / The Income Tax Act /The Employment Act / The Pension Act / Secretarial Role In A Retirement Benefits Scheme / Stakeholders In Retirement Benefits Provision / Gratuity Schemes Management / NSSF ACT 2013 / Introduction To Investment Matters / Types Of Investment / Emerging Issues	9 <sup>th</sup> -11 <sup>th</sup> Oct	50,000/=
<i>Employee &amp; Labour Relations Workshops for SMEs</i>	Employment Act » Labour Relations Act » Labour Institutions Act » Work Injury Benefits Act Occupational Safety & Health Act   Industrial Training Act   Retirements Benefits Act	23 <sup>rd</sup> -25 <sup>th</sup> Oct	30,000/=
<i>Occupational Health Safety and Environment</i>	Fundamentals of Safety and Health \ Control and Management of Workplace Hazards\ Personal Protective Equipment\ Occupational Safety and Health Law \ Plant and Machinery Safety\ Occupational Safety and Health Committees \ Occupational Accidents\ Workplace Health Hazards\ Safe Work Procedures Workplace inspection Methods \ Fire safety \Occupational Safety and Health Policy\Contemporary Issues in Safety and Health: HIV AIDS, Stress, Alcohol and Drug Abuse	23 <sup>rd</sup> -25 <sup>th</sup> Oct	45,000/=
<i>Corporate Leadership (NGCL)</i>	Leadership & The Corporation/The Four Circles Of Leadership/Leadership Roles In The Corporation/Leading Corporate Processes/Teamwork In Corporate Organizations/Harnessing Corporate Resources/CEO - Leading Corporate Transformation/Global Leadership Developing Next Generation Leaders	5 <sup>th</sup> Oct-23 <sup>rd</sup> Nov <i>8 Half Saturdays</i>	50,000/=
<i>HR Analytics Executive Diploma (4 Levels: Introduction-Advanced)</i>	Metrics and Analytics   HR Dashboard   Investments in HR Metrics & Analytics   Alignment of HR Metrics & Analytics Corporate   Evaluation of HR Metrics & Workforce	November - TBA <i>5-Day Program</i>	150,000/= <i>per Level</i> 100 000/= <i>for early birds</i>
<i>CHRM Premier Internship Program</i>	Business Skills/Soft Skills/Personal Effectiveness/Business Acumen/Position Yourself	25 <sup>th</sup> -29 <sup>th</sup> Nov 2 <sup>nd</sup> -6 <sup>th</sup> Dec <i>5-Day or 10-Day Program</i>	15,000/= <i>CHRM Students</i> 20 000/= <i>Non-CHRM Students</i>
<i>Leadership Communication Mastery Program</i>	Take Your Speaking Skills To Executive Level   Speak Persuasively At Office, Public And Industry Events   Strengthen Your Stage Presence   Avoid "Death By Powerpoint" Learn How To Handle Nervousness And Lack Of Confidence   Deliver Compelling Business Presentations  Engage Your Audience   Add Humor And Charisma To Your Presentations  Become A Brand In Your Industry.	4 <sup>th</sup> -6 <sup>th</sup> Dec	55,000/=
<i>Annual Talent Summit: CHRM &amp; CHRMAA</i>	Theme & Topics to TBA	13 <sup>th</sup> -15 <sup>th</sup> Nov	50,000/=

## IN-HOUSE TRAININGS

Job Evaluation	Employment Separation counselling	Effective Staff Selction	Costs and duration to be agreed upon with the respective organisations
Performance Management	Effective Management of Time	Interviewing Skills	
Training of Trainers (TOT)	Communication & Presentations Skills	Pre-retirement Preparation	
Employee & Labour Relations	Managing Stress for Employees	Negotiation skills for Managers	
Effective Management of Reward	HR for Non-HR Managers	Occupational Health, Safety & Environment	
Customer Service Experience	Team & Group Coaching	Team Building	





### **CHRM College**

Ufundi Cooperative Plaza, 3<sup>rd</sup> & 4<sup>th</sup> Floor  
Corner of Moi Avenue and Moktar Daddah Street

P.O. Box 4322-00200, Nairobi, Kenya

**Telephone:** 0727 792 122 / 0718 781 513

**Email:** info@chrn.or.ke or trainings@chrn.or.ke

**www.chrm.or.ke**



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