



# 2020

## Training Calendar



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**College of Human  
Resource Management**

## 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 the 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 Public and Private Sectors of the economy. From 2014, following the enactment of the Human Resource Management Professional Act 2012, there was a need to separate the training College functions from professional regulating body-IHRM and hence the need to rebrand IHRM College as College of Human Resource Management (CHRM). In 2015, CHRM diversified its training programs from the core Academic and Professional Courses to skills development executive programs and tailor made in-house training to meet the business needs. This training calendar therefore outlines comprehensive and detailed trainings scheduled for the year 2020. CHRM believes that the options given will give you a good selection and choice to a discerning HR practitioners/students/trainees interested in upscaling their continuous Professional Development.

## Why Train with CHRM

1. Over 10 years of training experience in HR related fields
2. CHRM is a training arm of IHRM-regulatory body for HR Professionals
3. NITA accredited: NITA/TRN/996/VOL.11(1b)
4. Qualified and accredited professional trainers with vast industry experience
5. Trains at an affordable cost.
6. TVETA accreditation : TVETA/PRIVATE/TVC/0041/2015A1
7. CHRM works with the client to develop a responsive solution to the business needs
8. CHRM skills development programs earn CPD points for the Human Resource Management Professionals

## Vision:

Ethical, People Centric, HR Professionals

## Mission Statement:

To provide quality academic and professional training, promoting excellence in research and integrating learning and innovation.

## Our Values:

We are guided by;

- Professionalism
- Integrity
- Innovation
- Customer Focus
- Excellence

## Our Goals and Objectives:

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

# Quarter 1

TRAINING COURSES	TARGET GROUP	AREAS TO BE COVERED	DATES	LOCATION	COST
<b>ToT- Advanced (Level 11 for those with Level 1)</b>	Heads/ staff in the training and development units/ Trainers Human Resource Professionals	The advance course for ToT. Understanding training and development. Carrying out Training Needs Analysis Development and design of a training program.	20 <sup>th</sup> - 31 <sup>st</sup> Jan	CHRM Premises	Kshs. 39,000/-
<b>Employee Benefits Management Workshop.</b>	HR staff/Pension Managers /NSSF/Medical Scheme managers and staff	Develop skills in management of employee benefit /Medical Schemes/Wellness/Pension Management /Professional skills development	6 <sup>th</sup> - 7 <sup>th</sup> Feb	Nairobi	Kshs. 28,000/-
<b>Mediation Training on Conflict Resolution</b>	Those interested in Conflict Resolution and incorporation in Court System as Mediators	To understand Alternative dispute /Conflict resolution Mechanism at work place /and in the business environment. Court procedures in Mediation Mediation Skills	10 <sup>th</sup> - 14 <sup>th</sup> Feb	Nairobi	Kshs. 50,000/-
<b>HRMIS</b>	HR staff/ System Administrators/ Finance team/ payroll managers / Recruitment managers / HR administrators	Introduction to HRMIS/ Supported Environment/ Installing Orange HRMIS/ The system/ Admin Module/ PIM Module/ Leave Module/ Time Module Recruitment Module Performance Module/ Payroll	17 <sup>th</sup> - 28 <sup>th</sup> Feb	CHRM Premises	Kshs. 33,000/-
<b>Occupational Health Safety and Environment</b>	Safety and compliance officers , HR staff, OSHA champions	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	5 <sup>th</sup> - 6 <sup>th</sup> Mar	Nairobi	Kshs. 30,000/-
<b>Employee and Labour Relations Symposium-Coastal Region Edition</b>	CEOs/All HR Professionals/ Line Managers /Employee Relations Managers/ Industrial Relations Managers	Develop skills on labour laws , employees relations , labour relations , emerging issues and trends in HR impacting on Employee Relations/ Disciplinary and grievances/Mergers and Acquisitions Moderated Legal Clinics	11 <sup>th</sup> - 13 <sup>th</sup> Mar	Kilifi	Kshs. 45,000/-
<b>TOT – Intermediate</b>	Heads/ staff in the training and development units/ Trainers Human Resource Professionals	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	16 <sup>th</sup> - 27 <sup>th</sup> Mar	CHRM Premises	Kshs. 39,000/-

*Note: The Indicated cost In Kshs. Is Exclusive of V.A.T, Accommodation and Transport .The Indicated cost Is per participant.*

## Quarter 2

TRAINING COURSES	TARGET GROUP	AREAS TO BE COVERED	DATES	LOCATION	COST
<b>People and Change Summit</b>	Public and private Sectors staff. Human Resource Management staff, Departmental/Units Head and Directors	Emerging issues and trends in Human Resource Management. Unlearning and learning Human Resource best practices in the new era.	1 <sup>st</sup> - 3 <sup>rd</sup> April	Nairobi	Kshs. 45,000/-
<b>ToT- Advanced</b>	Heads/ staff in the training and development units/ Trainers Human Resource Professionals	The advance course for ToT. Understanding training and development. Carrying out Training Needs Analysis Development and design of a training program	13 <sup>th</sup> - 24 <sup>th</sup> April	CHRM Premises	Kshs. 39,000/-
<b>Mediation Training</b>	Those interested in Conflict Resolution and incorporation in Court System as Mediators	To understand Alternative dispute /Conflict resolution Mechanism at work place /and in the business environment. Court procedures in Mediation Mediation Skills	4 <sup>th</sup> - 8 <sup>th</sup> May	Machakos	Kshs. 50,000/-
<b>WIBA: Work, Injury, Benefits Act</b>	Human Resource Management and Personnel staff, Safety and compliance officers	Work Safety ,skill in operationalization of WIBA Act at the workplace, Insurance policy	7 <sup>th</sup> - 8 <sup>th</sup> May	Nairobi	Kshs. 30,000/-
<b>HRMIS</b>	HR staff/ System Administrators/ Finance team/ payroll managers / Recruitment managers / HR administrators	Introduction to HRMIS/ Supported Environment/ Installing Orange HRMIS/ The system/ Admin Module/ PIM Module/ Leave Module/ Time Module Recruitment Module Performance Module/ Payroll	11 <sup>th</sup> - 22 <sup>nd</sup> May	CHRM Premises	Kshs. 33,000/-
<b>HR Analytics &amp; Big Data Workshop</b>	HR professional / Finance team/ HR related consultants	Skill in using HR big data in making SMART decisions/ Data analysis and Interpretation / decision making / Better HR practices /Automation HR business reporting	10 <sup>th</sup> - 12 <sup>th</sup> June	Naivasha	Kshs. 35,000/-
<b>TOT - Intermediate</b>	Heads/ staff in the training and development units/ Trainers / Human Resource Professionals training consultants	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> June	CHRM Premises	Kshs. 39,000/-
<b>Employee and Labour Relations Symposium- Kisumu Edition</b>	CEOs/All HR Professionals/ Line Managers /Employee Relations Managers/ Industrial Relations Managers	Develop skills on labour laws , employees relations , labour relations ,emerging issues and trends in HR impacting on Employee Relations/ Disciplinary and grievances/Mergers and Acquisitions	24 <sup>th</sup> - 26 <sup>th</sup> June	Kisumu	Kshs. 45,000/-

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# Quarter 3

TRAINING COURSES	TARGET GROUP	AREAS TO BE COVERED	DATES	LOCATION	COST
<b>ToT- Advanced</b>	Heads/ staff in the training and development units/ Trainers Human Resource Professionals	The advance course for ToT. Understanding training and development. Carrying out Training Needs Analysis Development and design of a training program.	13 <sup>th</sup> - 24 <sup>th</sup> July	CHRM Premises	Kshs.39,000/-
<b>Employee and Labour Relations Symposium-Rift Edition</b>	CEOs/All HR Professionals/ Line Managers /Employee Relations Managers/ Industrial Relations Managers	Develop skills on labour laws , employees relations , labour relations , emerging issues and trends in HR impacting on Employee Relations/ Disciplinary and grievances/Mergers and Acquisitions	22 <sup>nd</sup> - 24 <sup>th</sup> July	Nakuru	Kshs. 45,000/-
<b>HR &amp; Business Consulting</b>	HR professionals / Business HR Consultants / Procurement committee teams Those interested in running Consultants firm	Principles of consulting, Design and responding of ToRs /EoI/ duties and responsibilities of Consulting /Consulting principles in key HR and Business field –Job evaluation, surveys ,training	10 <sup>th</sup> - 21 <sup>st</sup> Aug	CHRM Premises	Kshs. 40,000/-
<b>Mediation Training</b>	Those interested in Conflict Resolution and incorporation in Court System as Mediators	To understand Alternative dispute /Conflict resolution Mechanism at work place /and in the business environment. Court procedures in Mediation Mediation Skills	24 <sup>th</sup> - 28 <sup>th</sup> Aug	Kilifi	Kshs. 50,000/-
<b>HRMIS</b>	HR staff/ System Administrators/ Finance team/ payroll managers / Recruitment managers / HR administrators	Introduction to HRMIS/ Supported Environment/ Installing Orange HRMIS/ The system/ Admin Module/ PIM Module/ Leave Module/ Time Module Recruitment Module Performance Module/ Payroll	7 <sup>th</sup> - 18 <sup>th</sup> Sept	CHRM Premises	Kshs. 33,000/-
<b>Employee &amp; Labour Relations Symposium-Central Region Edition</b>	CEOs/All HR Professionals/ Line Managers /Employee Relations Managers/ Industrial Relations Managers	Develop skills on labour laws , employees relations , labour relations , emerging issues and trends in HR impacting on Employee Relations/ Disciplinary and grievances/Mergers and Acquisitions	23 <sup>rd</sup> - 25 <sup>th</sup> Sept	Nanyuki	Kshs.45,000/-
<b>Next Generation Leadership &amp; Corporate Governance</b>	CEOs , Board of Directors , executives, New Managers	Leadership Skills Good Governance practices Role of people in Good Leadership and Governance /Role Board Member. Guiding principles in Governance Accountability and ethic	23 <sup>rd</sup> Sept - 7 <sup>th</sup> Oct	CHRM Premises	Kshs. 50,000/-
<b>TOT - Intermediate</b>	Heads/ staff in the training and development units/ Trainers Human Resource Professionals	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	29 <sup>th</sup> Sept – 12 <sup>th</sup> Oct	CHRM Premises	Kshs. 39,000/-

*Note: The Indicated cost In Kshs. Is Exclusive of V.A.T, Accommodation and Transport .The Indicated cost Is per participant.*

# Quarter 4

TRAINING COURSES	TARGET GROUP	AREAS TO BE COVERED	DATES	LOCATION	COST
<b>ToT- Advanced</b>	Heads/ staff in the training and development units/ Trainers Human Resource Professionals	The advance course for ToT. Understanding training and development. Carrying out Training Needs Analysis Development and design of a training program	26 <sup>th</sup> Oct - 6 <sup>th</sup> Nov	CHRM Premises	Kshs.39,000/-
<b>4rd Annual Talent Summit</b>	Public and private Sectors staff. Human Resource Management and personnel staff, CEO, Departmental/Units Head , Directors	Emerging Issues and trends in Human Resource Management field	4 <sup>th</sup> - 6 <sup>th</sup> Nov	Mombasa	Kshs. 50,000/-
<b>Mediation Training</b>	Those interested in Conflict Resolution and incorporation in Court System as Mediators	To understand Alternative dispute /Conflict resolution Mechanism at work place /and in the business environment. Court procedures in Mediation Mediation Skills	16 <sup>th</sup> - 20 <sup>th</sup> Nov	Kisumu	Kshs. 50,000/-
<b>HRMIS</b>	HR staff/ System Administrators/ Finance team/ payroll managers / Recruitment managers / HR administrators	Introduction to HRMIS/ Supported Environment/ Installing Orange HRMIS/ The system/ Admin Module/ PIM Module/ Leave Module/ Time Module Recruitment Module Performance Module/ Payroll	23 <sup>rd</sup> Nov - 4 <sup>th</sup> Dec	CHRM Premises	Kshs. 33,000/-
<b>Employee and Labour Relations (Nairobi Edition)</b>	Human Resource Management and Personnel staff	Develop skills on labour laws , employees relations , labour relations , emerging issues and trends in HR impacting on Employee Relations/ Disciplinary and grievances/Mergers and Acquisitions	2 <sup>nd</sup> - 4 <sup>th</sup> December	Nairobi	Kshs. 45,000/-
<b>Labour Laws Clinic</b>	CHRP Students	To equip the students with knowledge on ELR related emerging issues	Every 1st Saturday of a new month (9am - 1pm)	CHRM Premises	Kshs. 2,000/- For CHRM students Kshs. 2500/- for Non-CHRM students
<b>Short executive topical discussion forums on emerging thematic areas</b>	All HR students	To equip students with Knowledge on emerging HR related theme	Once in a month/ second Saturday of the Month	CHRM Premises	Kshs. 2,000/- For CHRM students Kshs. 2500/- for Non-CHRM students

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## In-house training programs

In-house training programs are customized to meet the business needs of the organization. CHRM works with the client to design a program that best responds to the organization ToRs. The Cost and duration is agreed on with the client based on the scope and number of people to be trained.

Key areas of training include;

- Job Evaluation
- Performance Management
- Change Management training
- Training of Trainers
- Employee and Labour Relations
- Effective Management of Reward
- Customer Service Experience
- Employment Separation Counseling
- Effective Management of Time
- Communication and Presentation Skills
- Managing Stress for Employees
- HR for Non-HR Managers
- Effective Staff Selection
- Interviewing Skills
- Pre-Retirement Preparation
- Negotiation Skills for Managers
- Occupational Health, Safety and Environment (OSHA)
- Team Building
- Effective Management and Supervisory skills training
- HR Metrics and Analytics
- Finance and Accounting skills for HR Practitioners
- HR Board Members Induction
- Organization's strategic plan development and training

## Partnership Trainings

PROGRAM	TARGET GROUP	VENUE	PERIOD
Executive Leadership Summit	CEO/Board Members/Directors	Dubai	May/October 2020
HR Board Members Committee Summit	HR Board/ Committee Members	South Coast	February 2020
High Performance Boards Program	Board Members	South Coast	April 2020

### Executive Diploma in Organizational Coaching ( 6 Months Program with assigned trainer and projects )

Module 1 and 11	Nairobi	March/April 2020
Module 111 and 1V	Nairobi	July/August 2020
Module V	Nairobi	November /December2020

### Employee and Labour Relations Symposium

■ Coast Region Edition	Kilifi	11 <sup>th</sup> - 13 <sup>th</sup> March, 2020
■ Western/ Nyanza Region Edition	Kisumu	24 <sup>th</sup> - 26 <sup>th</sup> June,2020
■ Rift region Edition	Nakuru	22 <sup>nd</sup> - 24 <sup>th</sup> July,2020
■ Central Edition	Nanyuki	23 <sup>rd</sup> - 25 <sup>th</sup> September,2020
■ Nairobi Edition	Nairobi	2 <sup>nd</sup> - 4 <sup>th</sup> December,2020

### Cpd Point For Hr Professionals

Days (Duration)	Cpd Points
1	2
2	4
3	6



## MAIN CAMPUS

### NAIROBI

Ufundi Cooperative Plaza (Next to Jevanjee Gardens)  
3rd and 4th Floor, Moi Avenue

### CONTACTS

Tel: 0718 781 513 / 0727 792 122

020 221 7490 / 7979

P. O. Box 4322 - 00200, Nairobi

## OTHER CENTERS

**NAKURU** - Highway Tower

6th Floor

Contact: 0723 927 742 / 0718 781 513

**MOMBASA** - Harbour House Building (Opposite Jubilee)

5th Floor, Moi Avenue

Contact: 0707 729 767 / 0718 781 513

**KISUMU** - Maseno University Kisumu Town Campus

Contact: 0711 778 464 / 0718 781 513

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