CHRM College

Hazina Trade Centre, 13th floor, Moktar Daddah Street

P.O Box 4322-00200 Nairobi, Kenya

Tel: +254 20 221 7490,

Mobile: 0727 792 122, 0718 781 513

Email: Info@chrm.or.ke

Website: [www.chrm.or.ke](http://www.chrm.or.ke/)

**2nd month 2024.**

NAME

Org

**NAIROBI**

Dear xxx,

**RE: INVITATION TO THE 8TH ANNUAL TALENT SUMMIT**

The College of Human Resource Management (CHRM College) is a registered training institution committed to Steering Professional Development. CHRM College in partnership with College of Human Resource Alumni Association (CHRMAA) will be hosting the **7th Annual HR Talent Summit** on **November 19th -22nd, 2024** at **The Pride Inn Paradise Resort and Spa, Mombasa**

The event will bring together HR practitioners, Business leaders, HR business partners, SMEs, and individuals interested in gaining skills on how to grow and deliver value in the new world of work.

The summit will feature a variety of keynote speakers, panel discussions, workshops, and networking opportunities. Attendees will learn about the latest trends in HR, talent management, and workforce development. They will also have the opportunity to network with other professionals in the field.

We invite you to register for the summit or nominate your staff members to attend. The event is a great opportunity to ensure your staff and organization are aligned to the emerging trends and empowered to deal with emerging issues in talent management.

Your investment for the event is **Ksh.65,000** per person, **(Fees are exclusive of VAT, accommodation and transport for delegates).** Please fill the attached nomination form and email it to trainings@chrm.or.ke. CHRM is registered and accredited by NITA (attached registration certificate) and therefore the training fee paid by the delegates is refundable.

Registration Process:

To secure your spot for the annual talent summit, please follow the registration guidelines below:

1. Fill the attached nomination form with the participant’s details.
2. Email a scanned copy of the Nomination Form to; trainings@chrm.or.ke
3. Make the payment for the registration to go through- details are available on the nomination form
4. **NOTE:** Invoices to be requested using the email; trainings@chrm.or.ke
5. Full payment is expected to be received prior to the training.

**CONTACT INFORMATION:**

For more information on registration kindly contact us via;

**Emails:**

1. trainings@chrm.or.ke
2. bdm@chrm.or.ke/principal@chrm.or.ke

**Phones numbers:**

1. Moses Maina- 0711800009 Leonard: 0726888390 Grace: 0721921558
2. Norman: 0720081784

We look forward to interacting with you and your team at the 8th ANNUAL Talent Summit and to a great time of learning, networking and rejuvenation.

Sincerely,



**CHRP Margaret K. Kinyanjui**

**PRINCIPAL-CHRM**

CHRM College

Hazina Trade Centre, 13th floor,

Moktar Daddah Street

P.O Box 4322-00200 Nairobi, Kenya

Tel: +254 20 221 7490,

Mobile: 0727 792 122, 0718 781 513

Email: Info@chrm.or.ke

#  Website: [www.chrm.or.ke](http://www.chrm.or.ke/)

# **NOMINATION FORM**

**CHRM COLLEGE/CHRM ALUMNI ASSOCIATION 8TH ANNUAL TALENT CONFERENCE: 19th NOVEMBER -22nd NOVEMBER 2024, AT Pride Inn Paradise Resort & Spa , MOMBASA.**

**We wish to nominate the following of our employee(s) to participate in the above program:**

Name of the Organization: ……………………………………………………………………………………………………………

Contact Person:……………………………………………………………………………………………………………………………….

Tel No: ………………………………………………………… Mobile: ……………………………………………………………………

|  |  |  |
| --- | --- | --- |
| **Name of the Nominee(s)** | Position | **Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Authorized by: (***This booking is invalid without an authorized signature***)

**Name:**…………………………………………………………………………………………………………………….

**Designation:** ……………………………………………………………………………………….…………………

**PIN No.** ………………………………………………………………… ***(Company or Organisation)***

**Signature: …………………………………………… Date: ………………………………………………….**

**NOTE:**  ***Share your request for an official invoice through the email stated below. Please note that Full payment of KSH 65,000 Physical attendance (Cost EXCLUSIVE OF TAX, TRANSPORT AND ACCOMODATION) is expected prior to the event unless previously arranged or otherwise communicated by our Training Department***

**Email the scanned copy of the duly filled Nomination Form to;** **trainings@chrm.or.ke**

**Account Details**

**Bank Name:** Kenya Commercial Bank

**Branch:** Biashara Street

**Account Name:** College of Human Resource Management

**Account Number:** 1180194667

**Branch Code: 01 Bank**

**Code: 263**

**Swiftcode: KCBLKENX**

|  |
| --- |
| **MPESA PAYBILL** |
| **Business No:** 522123 |
| **Account No:** 80295K |
| **Followed by**: TALENT |