



**CHR
COLLEGE**



2024 TRAINING CALENDAR

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    CHR College



NITA : NITA/TRN/996

WHO WE ARE:

Established in 1997, CHRM College stands out as the premier mid-level training institution in Kenya. Our commitment lies in nurturing the human resources essential for effective people management in both the public and private sectors of the economy.

With a decade of dedicated service, CHRM College has established itself as a trailblazer in providing organizational trainings. Since its inception over 26 years ago, the institution has consistently demonstrated its commitment to excellence in developing and delivering training programs.

The extensive duration of CHRM College's involvement in organizational training reflects not only its longevity but also the wealth of experience it has accrued over the years. The institution's steadfast dedication to delivering high-quality training underscores its status as a leader in the field, ensuring that clients benefit from a wealth of knowledge and expertise through years of successful engagements.

The calendar provided, details the extensive and thorough sessions planned for the year 2024. Specifically designed to address a wider range of requirements, it aims to assist executives in HR and other crucial roles within organizations.

CHRM expresses assurance that the variety of options available will offer a robust selection for discerning HR practitioners, students, trainees and business professionals aspiring to elevate their continuous professional development and enhance their enterprises.

Why Train with CHRM

- ✓ 25 years of training experience and over 25,000 successful professionals trained.
- ✓ NITA Accredited: NITA/TRN/996
- ✓ Guaranteed Value for Money on your Investment in Training.
- ✓ Qualified and accredited industry based professional trainers with vast industry experience offering practical and actionable training.
- ✓ Fit for purpose and custom made solutions for the modern day business world.
- ✓ Globally recognized qualifications through our partnership with HR Certification Institute (HRCi).
- ✓ The convenience and flexibility of our learner-centered online platform.
- ✓ Opportunities to network with industry peers and leaders.

VISION



Building an Empowered Workforce to Transform Nations

MISSION



Developing Capacity for Excellence & Transformation

OUR VALUES



We are guided by;

- » Best of Best!
- » At your service!
- » Love What We Do!
- » Passion For Our Customers



OUR GOALS & 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 to maintain long-term financial viability

TRAINING CALENDAR

Program	Target Group	Focus Areas	Date	Venue	Cost
Executive Global Certificate in HR Audit Professional (HRCi)	HR Professionals, HR Consultants	<ul style="list-style-type: none"> » Provide an overview of HR Audit » Key Considerations & Ethics in HR Audit » Develop a framework for HR Audit » Prepare Deliverables on HR Audit » Concerns / challenges related to HR Audit » Development of tools for HR Audit » HR Policy & Compliance Audit » HR Registry & Systems Audit » HR Competency and Skills Audit » Biometric Headcount / Audit » Payroll Audit » Organizational Design Audit » Developing & Presentation of HR Audit Report 	1 st - 22 nd May	Virtual	Ksh80,000
Labor Relations and Employment Law Convention	<p>HR Professionals, Employee Relations & Industrial Relations Practitioners, Supervisors & Line Managers, Professionals with interest in ER/IR (eg. Legal)</p> <p><u>Others:</u> Those who are directly or indirectly responsible for providing support services to internal customers within the organization</p>	<ul style="list-style-type: none"> » Exploring the Employee Relations Function and its key responsibilities within HR » Cultivating a Favorable Employer Image through ER » Managing Disciplinary and Grievance Processes » Overseeing Tripartite and CBA (Collective Bargaining Agreement) Accords » Elevating the Employee Experience to Foster Positive Employee-Management Relations » Evaluating HR's role in Employee Relations 	6 th - 10 th May	Naivasha	Ksh65,000



Program	Target Group	Focus Areas	Date	Venue	Cost
Mediation and Conflict Resolution Training	Those interested in Conflict Resolution and incorporation in Court System as Mediators	<ul style="list-style-type: none"> » Exploring Mediation and Conflict Resolution » Understanding the Mediation Process and Effective Techniques » Various Conflict Scenarios and their Characteristics » Developing Proficient Active Listening and Communication Abilities » Alternative approaches to Dispute Resolution » Ethical Aspects in the Mediator's Practice » Practical Role-Playing and Simulation Activities 	13 th -17 th May	Mombasa	Ksh65,000
Balanced Scorecard Certification Masterclass	Senior leadership, Members of the strategy management team, Members of the extended strategy execution team, Subject Matter Experts, Functional Experts, Project Managers	<ul style="list-style-type: none"> » Strategy execution » Achieving Performance Breakthroughs through use of a Formal System for Strategy Management. » What is the place of Performance Management in Strategy Execution » Why Balanced Scorecard is a convergence of all the Performance Management Systems. » The Balanced Scorecard Institute emea's step by step Strategy Execution System 	13 th - 17 th May	Naivasha	Ksh80,000
Business Leadership, Ethics & Transparency Symposium	CEOs, Directors, Business Owners, Managers, Private and Public Sector professionals, Line Managers, Units Head	<ul style="list-style-type: none"> » Redefining Governance » Best practice in Ethics and Governance » Developing codes of conduct » Whistle blowing Policy formulation and Review » Transparency in Procurement Policies » Promotion of Integrity based Value System 	20 th - 24 th May	Mombasa	Ksh65,000
Balanced Scorecard and Strategy Execution Congress - Public sector	Senior leadership in the public sector, Members of the strategy management team in the public sector, Members of the extended strategy execution team in the public sector, Subject Matter Experts, Functional Experts, Project Managers	<ul style="list-style-type: none"> » Strategy Execution » Achieving Performance Breakthroughs through use of a Formal System for Strategy Management. » What is the place of Performance Management in Strategy Execution » Why Balanced Scorecard is a Convergence of all the PerformMance Management Systems. » The Balanced Scorecard Institute emea's step by step Strategy Execution System 	27 th - 31 st May	Mombasa	Ksh80,000

Program	Target Group	Focus Areas	Date	Venue	Cost
C - Suite Human Resource Program	C-Suite Executives (CEOs, CFOs, CIOs, CMOs, etc.), Senior HR Executives (CHROs, VPs of HR, HR Directors), Business Leaders with HR responsibilities, Top-level managers with HR oversight Executives interested in strategic HR leadership	<ul style="list-style-type: none"> » Strategic HR Leadership at the C-suite level » Leadership in Talent Acquisition and Management » HR Analytics and Data-Driven Decision-Making » Change Management and Organizational Transformation » Legal and Ethical HR practices at the Executive Level » HR Technology and Digital Transformation » Strategic HR Budgeting and Resource Allocation » Global HR Leadership and Cultural Awareness 	29 th - 31 st May	Diani	Ksh100,000
HR to CEO MasterClass - Bridging the Gap	HR Directors, Chief HR Officers, GM- HR & Administration NB: Those who have already undertaken the Business Acumen Class highly recommended to enroll for this Master Class	<ul style="list-style-type: none"> » Industry Dynamics » Corporate Governance » Finance Analytics » Customer Marketing » Business Growth » Strategic Alignment » Organization Culture » Digital Literacy » Communication Proficiency » Soft Skills Experience » Job Shadowing - practical & job shadowing report 	3 rd - 28 th June	Virtual	Ksh95,000
Executive certificate in Compliance and Data Security	CEOs, All HR Professionals, Line Managers, Employee Relations Managers, Industrial Relations Managers, Data protection officers	<ul style="list-style-type: none"> » Overview of the Data Protection Act (2019) » Best Practice in Data Protection and Compliance » Roles of the Data Protection Officer » Drafting Responsive Data Protection Policies » The impact of technology on data safety & privacy 	3 rd - 28 th June	Nairobi	Ksh65,000
Leading and Managing Change Certification Masterclass	CEOs, Directors, Public and private Sectors staff, Human Resource Management and personnel staff, Departmental, Units Head	<ul style="list-style-type: none"> » What does it mean to Manage Change » Preparing for Change » Managing the Change Journey » Building Change Management Skills » Creating the Change Management plan learning from Change 	9 th -14 th June	Naivasha	Ksh80,000

Program	Target Group	Focus Areas	Date	Venue	Cost
Essential HR Toolkit for NON-HR Managers	Non-HR Managers, Supervisors Team Leaders, Department Heads Project Managers, Any professionals who manage or collaborate with HR functions.	<ul style="list-style-type: none"> » Understanding HR Fundamentals » Effective Employee Recruitment and Selection » Performance Management and Feedback » Employee Relations and Conflict Resolution » HR Compliance and legal Awareness » Effective Communication in HR » Talent Development and Retention » HR Technology and Tools 	17 th -21 st June	Mombasa	Ksh65,000
Executive Certificate in Labour Laws Compliance	HR Professionals, Employee Relations & Industrial Relations Practitioners, Supervisors & line Managers, Professionals with interest in ER/IR (eg. Legal) <u>Others:</u> Those who are directly or indirectly responsible for providing support services to internal customers within the organization	<ul style="list-style-type: none"> » Define Employee Relations as a function and explore main roles within Human Resources » Manage Employment Records as per Labor Laws, Policies and Regulations » Use Discipline Capability (performance) and Grievance handling and other relevant Data to drive Decision Making. » Apply objective means of morale measurement and enhancement to improve employee morale » Create and maintain a harmonious work environment with all stakeholders (trade unions, employers, etc), where all would be able to achieve their objectives. 	1 st - 31 st July	Virtual	Ksh60,000
Data-Driven HR Analytics and Metrics	HR Professionals & Graduates, Finance teams, HR related Consultants	<ul style="list-style-type: none"> » Identify the impact of L&D, through evidence-based Management. » Predict the Future using Big Data » Examine the Effect of using HR metrics on improvement of overall Organizational Performance. » Measuring the Outcomes Driven by Data Profiling in Employee Engagement. » Identify Metrics that Influence Attrition, and Modeling the Data for Lowering Attrition. 	4 th June - 12 th July	Virtual	Ksh60,000

Program	Target Group	Focus Areas	Date	Venue	Cost
Risk Management for Team Leaders	Business Managers, IT Professionals, Project Managers, Risk Specialists, Risk Managers, Security Managers, Customer Experience Managers, Finance Managers, Professionals who are looking to sit for relevant Risk Management certification exams.	<ul style="list-style-type: none"> » Risk Management Overview, Assessment and Control. » Risk Information and Reporting, Governance Issues. » Organizational Oversight, Risk Management Performance and Training, Culture and Ethics. » Risk Resilience, Perception and Society, Crisis Management » Risk Management Project 	22 nd - 26 th July	Mombasa	Ksh65,000
Data & Tech in HR	HR Professionals, Data Analysts IT Specialists in HR, HR Managers HR Directors, Professionals interested in the intersection of data and HR	<ul style="list-style-type: none"> » Data-Driven HR Strategies » HR Analytics and Metrics » Leveraging Technology for HR Efficiency » Data Privacy and security in HR » Predictive HR Analytics » Employee Experience Enhancement » Case Studies and Industry Insights 	5 th - 9 th August	Mombasa	Ksh65,000
Leading and Managing Change Certification Masterclass	Directors, Managers, Heads of Departments and Supervisors	<ul style="list-style-type: none"> » Planning and initiating change programs effectively » Leadership skills required to lead teams through change. » Effective communication techniques in the change process. » Building cohesive teams and team dynamics and collaboration skills » Conflict Resolution during the change process » Change Monitoring and Feedback » Resources and tools to implement change initiatives » Assessing and reporting the success of change initiatives. » Creating a culture of continuous improvement 	12 th - 16 th August	Naivasha	Ksh80,000
Green HR Convention	HR Professionals, Sustainability and ESG (Environmental, Social, and Governance) Specialists, CSR (Corporate Social Responsibility) Managers, Sustainability Leaders and Advocates, Business Executives Professionals interested in the intersection of HR and sustainability	<ul style="list-style-type: none"> » Sustainable HR Strategies » Employee Engagement and Sustainability » ESG Reporting and Compliance Diversity, Inclusion, and ESG » Environmental Sustainability in HR » Community and Social Responsibility » Sustainability Metrics and Impact Assessment 	19 th - 23 rd August	Mombasa	Ksh65,000



BECOME

A GLOBALLY CERTIFIED **HR PROFESSIONAL** WITH HRCi®

Unlock global career opportunities with our internationally recognized HR certification, opening doors to diverse job opportunities worldwide. Below are the available Levels at CHRM College. [Online Classes are Available.](#)



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 **APPLY TODAY**

 admissions@chrn.or.ke

Program	Target Group	Focus Areas	Date	Venue	Cost
Compliance and Data Security Symposium	CEOs, All HR Professionals, Line Managers, Employee Relations Managers, Industrial Relations Managers, Data protection officers	<ul style="list-style-type: none"> » Overview of the Data Protection Act (2019) » Best Practice in Data Protection and Compliance » Roles of the Data Protection Officer » Drafting Responsive Data Protection Policies 	26 th -30 th August	Mombasa	Ksh65,000
Leading and Managing Change for CEOs and Senior Management.	CEO'S, Deputy CEO'S, CFOS, COO's, CTO'S.	<ul style="list-style-type: none"> » Strategic Change Leadership and Change Culture Integration » Resource Allocation » Stakeholder Engagement and risk Management » Communication Strategies that guarantee results » Measurement and Evaluation of change initiatives » Governance structures that deliver change 	2 nd - 6 th September	Naivasha	Ksh80,000
HR to CEO MasterClass -Bridging the Gap	HR Directors, Chief HR Officers, GM- HR & Administration NB: Those who have already undertaken the Business Acumen Class highly recommended to enroll for this Master Class	<ul style="list-style-type: none"> » Industry Dynamics » Corporate Governance » Finance Analytics » Customer Marketing » Business Growth » Strategic Alignment » Organization Culture » Digital Literacy » Communication Proficiency » Soft Skills Experience » Job Shadowing - practical & job shadowing report 	2 nd - 27 th September	Virtual	Ksh95,000
Balanced Scorecard and Strategy Execution Congress - Private Sector	Senior leadership in the private sector, Members of the strategy management team in the private sector, Members of the extended strategy execution team, Subject Matter Experts, Functional Experts Project Managers	<ul style="list-style-type: none"> » Strategy Execution » Achieving Performance Breakthroughs through use of a formal system for Strategy Management. » What is the place of Performance Management in Strategy Execution » Why Balanced Scorecard is a Convergence of all the Performance Management Systems. » The Balanced Scorecard Institute EMEA's step by step Strategy Execution System 	16 th - 20 th September	Naivasha	Ksh65,000
HR & Data Analytics Workshop	HR Professionals, Data Analysts IT Specialists in HR, HR Managers HR Directors, Professionals interested in the intersection of data and HR	<ul style="list-style-type: none"> » Data-Driven HR Strategies » HR Analytics and Metrics » Leveraging Technology for HR Efficiency » Data Privacy and security in HR » Predictive HR Analytics » Employee Experience Enhancement » Case Studies and Industry Insights 	23 rd - 27 th September	Mombasa	Ksh60,000

Program	Target Group	Focus Areas	Date	Venue	Cost
Effective HR Boards Committees Program	CEO's, Directors, Board Chairs, Board Members, HR Board Committee Members, HR Professionals,	<ul style="list-style-type: none"> » Strategic Leadership and Governance » Ethical Decision-Making and Compliance » Risk Management and Oversight » Financial Oversight and Accountability » Stakeholder Engagement and Relationship Building » Board Dynamics and Effectiveness 	23 rd - 27 th September	Diani	Ksh95,000
Essential Finance Toolkit for Non-Finance Managers	Directors, Managers, Heads of Departments, Line Managers and Supervisors	<ul style="list-style-type: none"> » Reading and interpreting financial Statements » Financial Management Concepts » Financial Planning & Budgeting » Analysis and Decision Making tools in Finance 	30 th September - 4 th October	Mombasa	Ksh65,000
Mediation and Conflict Resolution Training	Those interested in Conflict Resolution and incorporation in Court System as Mediators	<ul style="list-style-type: none"> » Exploring Mediation and Conflict Resolution » Understanding the Mediation Process and Effective Techniques » Various Conflict Scenarios and their Characteristics » Developing Proficient Active Listening and Communication Abilities » Alternative approaches to Dispute Resolution » Ethical Aspects in the Mediator's Practice » Practical Role-Playing and Simulation Activities 	30 th September - 4 th October	Mombasa	Ksh65,000
Executive Certificate in Business Acumen for Team Leaders (ECBA)	Heads of Department, Supervisors, Line Managers, Section Heads	<ul style="list-style-type: none"> » Introduction to Business Acumen » Financial Management Concepts » Operations Management » HR Management » Marketing Concepts » Business Strategy » Pestel Analysis » Risk Management & Sustainability » Case Studies and Examples » Tools and Resources for Ongoing Learning 	1 st - 25 th October	Virtual	Ksh80,000
Balanced Scorecard Certification Master Class	Senior leadership Members of the strategy management team, Members of the extended strategy execution team, Subject Matter Experts, Functional Experts, Project Managers	<ul style="list-style-type: none"> » Strategy Execution » Achieving Performance Breakthroughs through use of a Formal System for Strategy Management. » What is the place of Performance Management in Strategy Execution » Why Balanced Scorecard is a convergence of all the Performance Management Systems. » The Balanced Scorecard Institute emea's step by step Strategy Execution System 	7 th - 11 th October	Mombasa	Ksh80,000

Program	Target Group	Focus Areas	Date	Venue	Cost
Human Resource Leadership Program	CEOs, CFOs, CIOs, CMOs, CHROs, VPs of HR, HR Directors) Business Leaders with HR responsibilities, Top-level managers with HR oversight, Executives interested in strategic HR leadership	<ul style="list-style-type: none"> » Strategic HR Management » Leadership Development » Talent Acquisition and Retention Strategies » Change Management and Adaptability » Performance Management » Ethical and legal HR Practices 	14 th - 18 th October	Diani	Ksh85,000
Board Essentials for Now	Director(s), Board Member(s), Commissioner(s), or Senior Executive(s)/Manager(s)	<ul style="list-style-type: none"> » Enterprise Challenges and Risks » Characteristics of Successful Board Leaders » Overseeing Management » Building Diversity, Equity, and Inclusion in the Boardroom » Shareholder Activism » Mastering Corporate Governance » Board in Crisis — Experiential Exercise 	16 th -18 th October	Mombasa	Ksh133,000
8th Annual Talent Summit	Public and Private Sectors staff. Human Resource Management and personnel staff, CEO, Departmental, Units Head , Directors	<ul style="list-style-type: none"> » Emerging issues and trends in leadership and talent development & management. 	4 th - 8 th November	Mombasa	Ksh65,000
Advanced Leadership Program	CEOs/Board Members/Directors	<ul style="list-style-type: none"> » Industry Dynamics » Corporate Governance » Finance Analytics » Customer Marketing » Business Growth » Strategic Alignment » Organization Culture » Digital Literacy » Communication Proficiency » Soft Skills Experience 	5 th - 8 th November	Dubai	1750 USD

Program	Target Group	Focus Areas	Date	Venue	Cost
Management Consulting & Business Advisory	Management Consultants Business HR Consultants, Procurement committee teams - Associate Consultants Those interested in running Consultants firm.	<ul style="list-style-type: none"> » Starting and Managing a Management Consulting Firm » Responsibilities of a Consultant » Marketing Consultancy Services » Management Consulting Process - entry to exit » Bidding for Consultancy Assignments » Preparation of Consultancy Technical Proposals » Preparation of Consultancy Financial Proposals » Consulting Approaches and Implementation » Preparation and Presentation of Consultancy Reports 	18 th November - 13 th December	Virtual	Ksh65,000
Leading and Managing Change Certification Masterclass	Public and private Sectors staff. Human Resource Management and personnel staff, CEO, Departmental/Units Head , Directors	<ul style="list-style-type: none"> » What does it mean to Manage Change » Preparing for Change » Managing the Change Journey » Building Change Management Skills » Creating the Change Management plan learning from Change 	25 th - 29 th November	Mombasa	Ksh80,000

EXECUTIVE SHORT COURSES

Program	Target Group	Duration	Venue	Cost
Human Resource Management Information Systems (HRMIS)	HR staff, System Administrators, Finance team, payroll managers, Recruitment managers, HR administrators	2 Weeks Intake: 1 st Week of Every Month	Virtually via Zoom	Ksh33,000
Advanced Excel Training	HR, payroll managers, Data analysts, Researchers, Finance teams	2 Weeks Intake: 1 st Week of Every Month	Virtually via Zoom	Ksh10,000
Training of Professional Trainers - TPT	Heads, staff in the training and development units, Trainers Human Resource Professionals	2 Weeks Intakes: February/April / June/August/ October/ December	Virtually via Zoom	Ksh39,000

TRAININGS SUMMARY

OPEN SEMINARS

Program	Date	Venue
Labor Relations and Employment Law Convention	6 th - 10 th May	Naivasha
Mediation and Conflict Resolution Training	13 th - 17 th May	Mombasa
Business Leadership, Ethics & Transparency Symposium	20 th - 24 th May	Mombasa
Balanced Scorecard and Strategy Execution Congress - Public sector	27 th - 31 st May	Mombasa
Executive certificate in Compliance and Data Security	3 rd - 28 th June	Nairobi
Essential HR Toolkit for Non - HR managers	17 th - 21 st June	Mombasa
Labor Relations and Employment Law Convention	8 th - 12 th July	Nairobi
Risk Management for Team Leaders	22 nd - 26 th July	Mombasa
Data and Tech in HR	5 th - 9 th August	Mombasa
Green HR Convention	19 th - 23 rd August	Mombasa
Compliance and Data Security Symposium	26 th - 30 th August	Mombasa
HR & Data analytics Workshop	23 rd - 27 th September	Mombasa
Balance scorecard and Strategy Execution Congress - Private sector	16 th - 20 th September	Naivasha
Mediation and Conflict Resolution Training	30 th September - 4 th October	Mombasa
Essential Finance toolkit for Non-Finance managers	30 th September - 4 th October	Mombasa
8 th Annual Talent Summit	4 th - 8 th November	Mombasa
Labor Relations and Employment Law Convention	18 th - 21 st November	Mombasa



EXECUTIVE CERTIFICATES & MASTERCLASSES

Program	Date	Venue
Balanced Scorecard Certification Masterclass	13 th - 17 th May	Naivasha
Executive Global Certificate in HR Audit Professional (HRCi)	9 th - 14 th June	Naivasha
Leading and Managing Change Certification Masterclass	9 th - 14 th June	Naivasha
Executive Certificate in Labour Laws Compliance	1 st - 31 st July	Virtual
Data-Driven HR Analytics and Metrics	4 th June - 12 th July	Virtual
Executive Certificate in Business Acumen for Team Leaders (ECBA)	1 st - 25 th October	Virtual
Balanced Scorecard Certification Masterclass	7 th - 11 th October	Mombasa
Management Consulting & Business Advisory	18 th Nov - 13 th Dec	Virtual
Leading and Managing Change Certification Masterclass	25 th - 29 th November	Mombasa

BOARD & SENIOR MANAGEMENT TRAININGS & EVENTS

Program	Date	Venue
C- Suite Human Resource Program - (Diani)	29 th - 31 st May	Diani
HR to CEO MasterClass-Bridging the Gap	3 rd - 28 th June	Virtual
Leading and Managing Change Certification Masterclass	12 th - 16 th August	Naivasha
Leading and Managing Change for CEOs and Senior Management	2 nd - 6 th September	Naivasha
HR to CEO Masterclass-Bridging the Gap	2 nd - 27 th September	Virtual
Effective HR Boards Committees Program	23 rd - 27 th September	Diani
Human Resource Leadership Program	14 th - 18 th October	Malindi
Board Essentials For Now	16 th -18 th October	Mombasa
Advanced Leadership Program	5 th - 8 th November	Dubai



CHRM COLLEGE

Steering Professional Development

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Register Today!