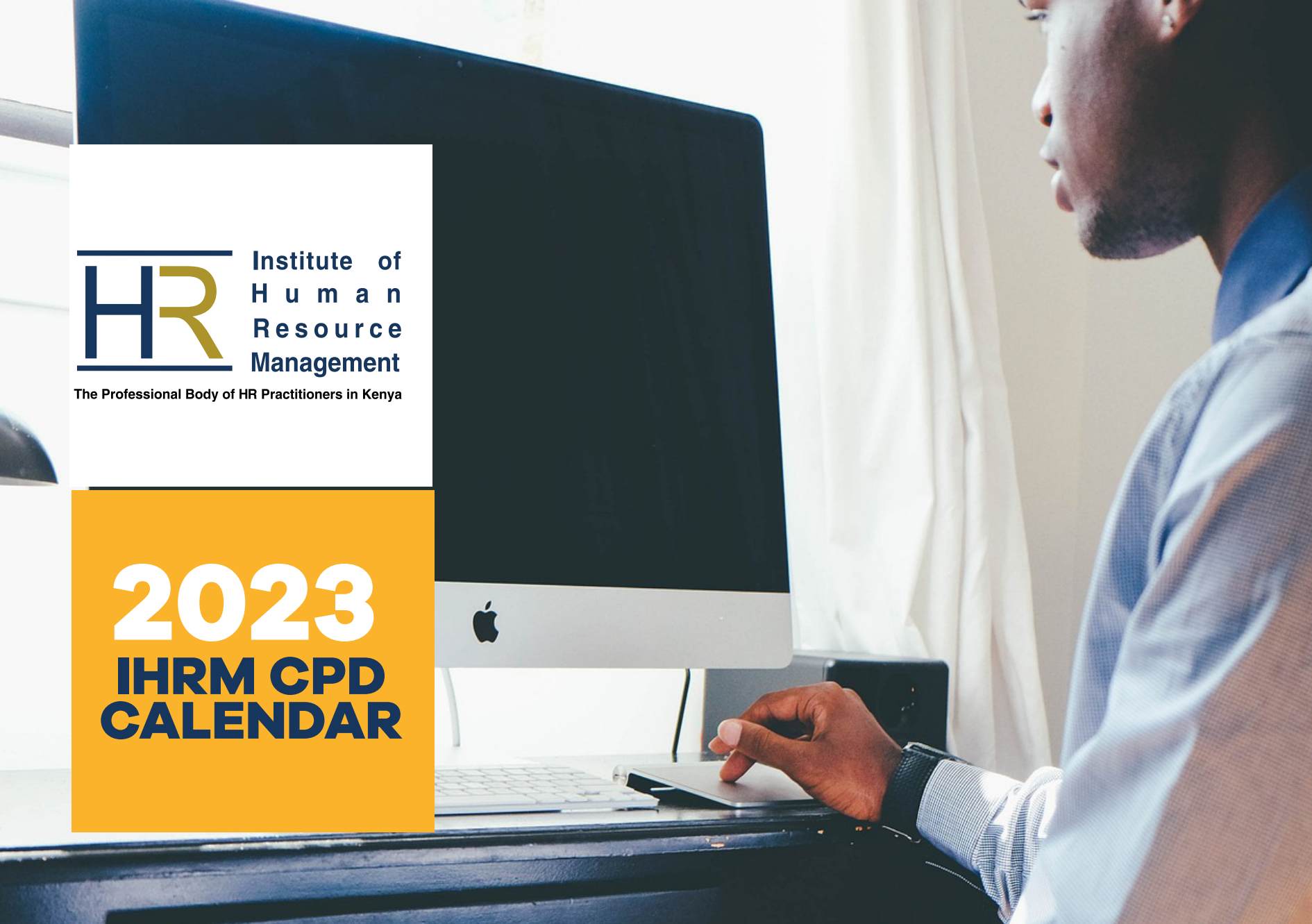




Institute of
H u m a n
R e s o u r c e
M a n a g e m e n t

The Professional Body of HR Practitioners in Kenya

2023
IHRM CPD
CALENDAR



Who we are:

Who we are:

Institute of Human Resource Management (IHRM) is a Statutory Professional Body established under the Human Resource Management Professionals (HRMP) Act, No. 52 of 2012. The Body is domiciled and operates within the Republic of Kenya.



Vision:

Ethical,
People-centric HR
Professionals



Mission:

To regulate and
promote the practice
of Human Resource



Credo:

Transformed,
Connected,
Impactful

CORE VALUES



Professionalism



Integrity



Innovation



Customer Focus



Excellence

TWO DAY HR CPD PROGRAMS – 2 CPD POINTS

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
Employee Relations and Discipline Management	Overview of Employee Relations Principles and Practices of Employee Industrial Relations Nature of disciplinary offences Types of disciplinary action Principles for Effective discipline in an organization Disciplinary process and system Disciplining with fairness Handling staff disciplinary cases Alternative dispute resolution	Nairobi	February 16th & 17th	30,000
Human Performance Improvement (HPI)	HPI for your business Discovering and analyzing Human Performance gaps Planning for Improvements in Human Performance Implement appropriate human performance improvements Evaluation of human performance Designing Human Performance tools Building High Performance Teams Identifying a good HR solutions	Nairobi	March 2nd & 3rd	30,000
Diversity and Inclusion at the Workplace	Diversity Versus Inclusion Unconscious Bias in the Society-Culture Unconscious Bias in the Workplace Designing D&I Policy and Procedure Framework Obstacles of Effective Diversity Management	Nairobi	March 23rd & 24th	30,000

FOUR DAY HR CPD PROGRAMS – 6 CPD POINTS

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
Applied Human Capital Modeling and HR Analytics	Overview of Data Driven Decision Science Data Analysis Methods Driving Strategic Data Driven Transformation and Change Management	Uganda	February 7th- 10th	62,000
Tax & Compliance for HR Practitioners & Payroll	Personal Tax, including expatriate tax, tax planning & tax crimes for HR practitioners Understanding financial reports and the road to Financial reports	Nakuru	April 25th – 28th	62,000
Risk and Governance for HR Professionals	The role of HR Professionals in Risk Management HR Risks and Risks Management HR Risk Management Plan HR Leadership and Corporate Culture Transformation	Mombasa	September 12th – 15th	62,000
Workplace Policies and Procedures	Policy and Procedure formulation and review approaches Principles of writing effective policies and procedures Practical Policy design and Development Policy Performance monitoring , evaluation and improvement	Mombasa	November 21st -24th	62,000



A Sacco for HR Professionals in Kenya

You are part of us because you believe in our goal to uplift your social-economic well-being.

Huduma HR Sacco is ready to receive you warmly.



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FIVE DAY HR CPD PROGRAMS – 6 CPD POINTS

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
Applied Human Capital Modeling and HR Analytics	Overview of Data Driven Decision Science Data Analysis Methods Driving Strategic Data Driven Transformation and Change Management	Kisumu	May 8th -12th	65,000
Kenya Labour Laws and Industrial Relations	Employment Act Labour Relations Act Labour Institutions Act Work Injury Benefits Act Occupational Safety and Health Act Industrial Training Act	Nakuru	April 24th – 28th	65,000
		Mombasa	July 17th – 21st	
		Nairobi	November 13th – 17th	
Value-Driven HR for Public Sector Training	Basic Tools for Excellence in Public Service Sector Ethical Values for Public Sector HRM Essence of Excellence in Public Service HRM	Mombasa	June 19th – 23rd	65,000
Competency -Based Talent Management Workshop	Connecting talent management to business strategy Creating a successful talent management strategy Developing and using a talent management competency framework Linking talent management to performance management	Nakuru	June 5th – 9th	65,000
Finance for HR Professionals and Payroll Administrators	Accounting Essentials for HR Practitioners - An Introduction Interpretation of Financial Statements Personal Finance & Investment Basic Accounting for HR Practitioners Tax for HR Practitioners – An Introduction	Kisumu	August 21st -25th	65,000

FIVE DAY HR CPD PROGRAMS – 6 CPD POINTS

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
HR for No-HRs Professionals	Overview of HRM Responsibilities of the Line Manager as the Leader Staff Resourcing Management Performance Management process, best practices, and the law Staff Learning and Development Grievances, Conflict Management and Dispute Handling Machinery	Mombasa	September 4th -8th	65,000
Environmental, Social, and Governance (ESG) Reporting	Importance of integrating ESG into business. ESG-related regulations and principles Execution & application of projects and other actions related to ESG within the organization.	Kisumu	November 27th - 1st December	65,000

THREE DAY ANNUAL BRANCH AND HR CONVENTIONS– 6 CPD

4th Women In HR Convention	Theme to Follow	Mombasa	March 8th -10th	50,000
2nd National HR Dialogue	Theme to Follow	Mombasa	March 29th – 31st	50,000
Annual Nyanza/Western HR Convention	Theme to Follow	Kisumu	March 15th -17th	45,000
Annual Nairobi/Central/ North Eastern HR Convention	Theme to Follow	Garissa	April 4th -6th	45,000
Annual Coast/Eastern HR Convention	Theme to Follow	Voi	June 28th -30th	45,000
Annual Rift Valley HR Convention	Theme to Follow	Kericho	August 9th -11th	45,000
3rd Men in HR Convention	Theme to Follow	Mombasa	September 27th -29th	50,000

APPLICATION FOR A PRACTICING CERTIFICATE

1

Access the IHRM Website:
www.ihrm.or.ke

2

Download the application form under: <https://ihrm.or.ke/practicing-certificate/>

3

Fill and attach all the required documents

4

Scan and email via: membership@ihrm.or.ke or drop the application at our offices

5

You will receive an email notification once the application has been approved

NOTE THE FOLLOWING REQUIREMENTS

- Undergraduate Degree Certificate in any discipline.

Copies of Professional Certificate(s) -HND-HRM / Post Graduate Diploma in HR/CHRP/MS-C-HR, MBA-HR, MBA-Strategic Management/MBA-Organizational Development/Cambridge International Diploma/HRMP-Senior Professional in Human Resources International(SPHRi)/HRBP- Professional in HR International(PHRi)/Ph.D.- HR

- The certificates must be certified by either the institution or an advocate of the High Court.

Application fee of Kshs. 1,000.

- Current IHRM Membership Certificate.
- Confirmation letter from CUE (Commission for University Education- Kenya) for holders with Foreign Certificate(s).

FIVE DAY ANNUAL NATIONAL HR EVENTS – 6 CPD

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
9th Annual National HR Congress	Theme to Follow	Mombasa	May 8th - 12th	70,000
27th Annual National HRM Conference	Theme to Follow	Mombasa	October 23rd -27th	70,000

FIVE DAY REGIONAL AND INTERNATIONAL HR EVENTS – 6 CPD

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
East Africa HR Convention	Theme to Follow	Zanzibar	April 17th – 20th	90,000
Leadership, Governance and Accountability	Theme to Follow	USA	July 25th -29th	200,000
Transformative Change Management	Theme to Follow	Turkey	December 4th - 8th	180,000

4 DAYS HR SUMMITS - 6 CPD POINTS

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
Employee Wellness Reinvented	Harnessing the power of a fit Workforce for increased	Mombasa	February 21st – 24th	65,000
Executive Public Speaking & Communication in Leadership	Public Speaking & Communication in Leadership	Mombasa	July 4th-7th	65,000

CERTIFICATIONS – 6 CPD POINTS

SEMINAR TITLE	CONTENT	LOCATION	DATES	FEES (KES Excl. VAT)
Certified HR Auditor	Understanding Audit Dimensions HR Risk Management Framework Auditing for HR Compliance Auditing the HR Function Preparing the audit report Staff motivation	Kisumu	April 11th -14th	65,000
		Mombasa	28th August – 1st September	
Certified Employee Relations Professionals	Employee Relations Contextualization Disputes, Disciplinary Handling Mechanisms Common Mistakes Done By Employee Relations Exit Interviews	Kisumu	July 24th -28th	65,000
Certified Professional Trainer Course(CPT)	Systematic Approach to Training Identifying Training and Development Needs Developing Training Programs Evaluation of Training	Nairobi	October 2nd -6th	65,000
Certified HR Consultant	Consulting Process HR Consultancy Proposal Job Evaluation and Grading Remuneration Survey	Nairobi	April	65,000
Certified Instruction Systems Designer	Introduction to instruction systems design Performance needs analysis and training needs analysis Demonstrations and application Design consideration Demonstrations and application Course design Module design , Task analysis, Progression of problems	Kisumu	December 4th - 8th	65,000



- 1 DAY
● 2 CPD POINTS
- 2 DAYS
● 4 CPD POINTS
- 3 DAYS
● 6 CPD POINTS
- 4 & 5 days
● 6 CPD POINTS

All fees/ cost caters for an individual participant and are Exclusive of:

- Accommodation
- Transport
- VAT

PAYMENT DETAILS



HAILE SELASSIE
AVENUE BRANCH
A/C NO 1498910



KCB BANK
A/C NO 1203884745



PAY BILL NO 355050
ACCOUNT: MEMBERSHIP NUMBER



**Contact
Us!**

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