

# Agricultural Employers' Association

*'Safeguarding Employers' Interests'*

# 2022



**60**  
1962 - 2022

6 decades of  
exemplary  
service

Agricultural Employers Association

*Safeguarding Employers' Interests*

[www.agriemp.co.ke](http://www.agriemp.co.ke)

# ABOUT AEA

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The Agricultural Employers' Association, commonly known as AEA was started in 1962 and registered in 1966 under the Trade Union's Act Cap 233 as an Association representing the collective interests of employers in the Agricultural Industry in matters connected with Employment of Labour. The AEA is an affiliate member of KEPSA, KAM and AIN.

## OUR SERVICES

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- Training Services
- Good Labour Relations
- Auditing– Legal & HR Auditing
- Recruitment and Executive Selection
- Lobbying and Advocacy
- Management Consultancy Services
- Legal Services
- Legal law compliance
- HR services as per HRMP Act
- CBA Negotiations
- Mediation

**AEA IS NITA REGISTERED TO OFFER TRAININGS UNDER REG. No.NITA/TRN/999 Human Resource Practitioners earn CPD points**





	OPEN HOUSE TRAININGS	OBJECTIVES	Venue	Members	Non-Members	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
5.	Pre and Post-Election preparedness; Anxiety and Challenges at the workplace	The program objectives is to help participants cope with and manage increased levels of stress and anxiety and help everyone brace themselves for what is to come with the elections as it can be a lot to handle, get skills to help your employees accept elections victory or defeat with dignity and grace  <b>TARGET:</b> All employees	Naivasha  <b>regionally and inhouse for all employee on request</b>	Kshs. 20,000	Kshs. 25,000				14 <sup>TH</sup> & 15 <sup>TH</sup>								
6	Employees Performance Management strategies and appraisal systems	The main objective of the training is to enable the participants to identify acceptable standards of performance, Conduct effective reviews of performance, Set <b>SMART objectives</b> , Conduct successful appraisals and understand different models of PM  <b>TARGET: This course is suitable to a wide range of professionals but will greatly benefit:</b> Directors ,HRs ,Leaders , Managers and supervisors who have responsibility for performance	Athi River						28 <sup>TH</sup> & 29 <sup>TH</sup>								
7.	Data safety and compliance at the workplace- the Legal requirements	-The course aims at imparting relevant skills in the law on prerequisite of the Act -Obligation of the person collecting and processing employee's data -Overview of legal requirements & compliance, on the same -Dive deep into organizational policies and procedures and ensure alignment with the law and elaborate on what the law means to HR professionals and businesses - <b>TARGET:</b> Directors, Senior & Middle level Managers, HR & Legal Officers	Eldoret	Kshs. 10,000	Kshs. 15,000					5 <sup>th</sup> & 6 <sup>th</sup>							
8.	Discipline Management at the workplace	The course is designed to impart skills to HR Practitioners on the legal way to handle Disiplinary cases in the workplace and close gap that may open litigations  . <b>TARGET:</b> Directors , Finance managers, accountants, Senior and Middle level managers, HR	Nanyuki	Kshs. 10,000	Kshs. 15,000						2 <sup>ND</sup> & 3 <sup>RD</sup>						

	OPEN HOUSE TRAININGS	OBJECTIVES	Venue	Members	Non-Members	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
9.	Labour Laws as a Critical Component to Industrial Relations	<p>The course gives grounding in key areas of the current employment laws in the country; Overview and exposition of the Labour laws; Emerging issues in Labour legislations.</p> <p><b>The course also aims</b> at imparting skills and knowledge in effective industrial relation practice and exploring the likely implications of the constitution on industrial relations practice in the country; Foundations of industrial relations &amp; best practices.</p> <p><b>TARGET:</b> Senior &amp; Middle level Managers, HR, IR &amp; Legal Officers.</p>	Thika	Kshs. 20,000	Kshs. 25,000						23 <sup>RD</sup> & 24 <sup>TH</sup>						
10.	Climate Change and its effects to businesses- aftermath of COP-26 and private sector action points	<p>-The course aims at delving into the Reality that is Climate Change, discuss Effects of climate change on the planet and on businesses, discuss Businesses for climate action and many other action items.</p> <p><b>TARGET:</b> Directors, Senior and Middle level managers, production team, HR &amp; IR Practitioners</p>	Kericho	Kshs. 10,000	Kshs. 15,000							14 <sup>TH</sup> & 15 <sup>TH</sup>					
11.	Performance management for pack house teams in flower farms	<p>The main objective of this program is to provide measuring, reporting and managing performance techniques in order to be able to balance targets, bonuses and overtime for staff.</p> <p>Helps improve performance, both at an individual level, and at a corporate level.</p> <p><b>TARGET:</b> Directors, GM, Farm Managers, Senior &amp; Middle level Managers, HR and the whole pack house management team.</p>	Nanyuki	Kshs. 20,000	Kshs. 25,000							28 <sup>TH</sup> & 29 <sup>TH</sup>					
12.	Payroll administration and compliance	<p>This training will help participants understand the organizational role in taxation while also addressing the statutory deductions and compliance procedures. Will also equip participants with the right skills and knowledge for planning, analyzing and controlling departmental/unit costs</p> <p><b>TARGET:</b> Directors, HR practitioners are particularly encouraged to join their finance counterparts for this training.</p>	Nakuru	Kshs. 10,000	Kshs. 15,000								11 <sup>TH</sup> & 12 <sup>TH</sup>				

	OPEN HOUSE TRAININGS	OBJECTIVES	Venue	Members	Non-Members	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
13.	Employees motivation and Compensation in a changing work environment	The purpose is to create condition in which people are willing to work with zeal, initiative, interest and enthusiasm with a high personal an group moral satisfaction with a sense of responsibility, To increase loyalty to the company, <b>TARGET:</b> Directors, Senior & Middle level managers, HRs, all executives handling or managing staff	Thika	Kshs. 10,000	Kshs. 15,000								25 <sup>TH</sup> & 26 <sup>TH</sup>					
14.	Managing Talent and succession planning	The main objective of this program is to provide skills that Link Talent Management to Business strategy, Developing & Using Competency Frameworks to Complement Talent Management, Developing & Implementation of Talent management Strategy <b>TARGET:</b> Directors ,Senior & Middle level Managers & HR practitioners	Naivasha	Kshs. 20,000	Kshs. 25,000									15 <sup>TH</sup> & 16 <sup>TH</sup>				
15.	Contemporary issues in employment	-The course gives grounding in key areas of the current employment laws in the country; -Overview and exposition of the labour laws, 2007 Employment Rules, Legal Notice No.28 of 2014; -Emerging issues in labour legislations;  <b>TARGET:</b> Directors, Senior & Middle level managers, HRs, all executives handling or managing staff	Nanyuki	Kshs. 20,000	Kshs. 25,000											10 <sup>th</sup> & 11 <sup>th</sup>		
16.	Post-employment and counselling	Employment separation preparedness is a long-term process. The course is designed to tackle personal issues such as work-life transitions, emotional preparedness and financial management. The course covers the decided court cases, dealing with the union. <b>TARGET</b> Business owners, executive teams, management, accountants & HR professionals.	Nakuru	Kshs. 20,000	Kshs. 25,000												24 <sup>th</sup> & 25 <sup>th</sup>	
17.	Change Management & Transformation	The course will help participants plan and execute sweeping change. Through the course of these engagements, we have developed a unique perspective on managing the human side of change. We will share a set of practices, tools, and techniques that can be adapted to a variety of situations. With these as a systematic, holistic framework, we will help the company management	Athi River	Kshs. 20,000	Kshs. 25,000													1 <sup>ST</sup> & 2 <sup>ND</sup>

understand what to expect, how to manage their own personal change and how to engage the entire organization in the process.

**Some Courses Offered In-House on request include but not limited: -**

NO.	TOPICS	OBJECTIVES	TARGET GOUP
1	<b>Management/Supervisory Skills</b>	The key objective of the programme will be to make the participants more effective in carrying out their responsibilities by imparting to them relevant people and management skills and techniques and understand dos and don'ts as prescribed by irrelevant legislation	<b>Managers, HRs ,supervisors</b>
2	<b>Post-employment training and counseling</b>	The course is designed to tackle personal issues such as work-life transitions, emotional preparedness and financial management	<b>All</b>
3	<b>Roles of Gender Committee at workplace</b>	This course aims at developing awareness and capacity on gender issues, to bring about personal or organizational change for gender equality. Equipping participants with knowledge and skills to understand gender differences and inequalities in the context of their work, and to plan and implement policies, to promote gender equality	<b>Gender Committee</b>
4	<b>Team building &amp; interpersonal skills</b>	The course aims at enabling employees accomplish tasks with team members, Development of communication skills and teach them skills needed in effectively working in a team environment.	<b>Management staff</b>
5	<b>Effective Industrial Relations</b>	The course aims at enabling the participants appreciate key provisions pertaining to industrial relations that are enshrined in the labour laws; improve their skills in industrial/employee relations so that they can make more professional decisions in this area and enable the organization improve its industrial relations practices.	<b>Welfare com, union reps, supervisors</b>
6	<b>Managing emerging Issues at the workplace</b>	The course gives grounding in key areas of the current employment laws in the country and Emerging issues in labour legislation	<b>All</b>
7	<b>General Workers Sensitization</b>	The course aims at enabling staff understand their rights and obligations as well as those of their employer	<b>All workers</b>

**EVENING FORUMS FOR HUMAN RESOURCES:**

No	TOPICS	VENUE	COST
1.	Fictitious Accident Claims at Workplace and Ambulance Chasing	Nakuru	Ksh.3,000
2.	Managing Redundancy	Eldoret	Ksh.3,000
3.	Training Need Analysis	Thika	Ksh.3,000
4.	Secrets to Boosting Productivity - Self Improvement Training	Nanyuki	Ksh.3,000
5.	Competency Based development of HR policies & procedures	Naivasha	Ksh.3,000
6.	Emerging Trends in employment in Kenya-Discrimination at the workplace	Athi River	Ksh.3,000

7.	Strategic Human Resource planning	Nakuru	Ksh.3,000
8.	Teamwork and Work Relations Management	Kericho	Ksh.3,000
9.	Job evaluation and evaluation tools	Nanyuki	Ksh.3,000
10.	Role of HR professionals in strategy formulation and execution	Nakuru	Ksh.3,000

### **CONSULTANCY SERVICES:**

No	Topics
1	HR & Labour Law compliance audits
2	Review and Development of HR Manual & policies
3	Recruitment And Executive Selection
4	Management Consultancy Services
5	CBA Negotiations & Consultations

### **Our contact information:**

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**6 decades of  
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service**

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