



CHARLES E. SIKULU
Advocate & Commissioner for Oaths
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ETCO.
Person
21/10/2020

UNIVERSITY OF NAIROBI
COLLEGE OF EDUCATION AND EXTERNAL STUDIES
DEPARTMENT OF EXTRA-MURAL STUDIES

Certificate

This is to certify that

ERASTUS OKELLO NGUTU

C.T.C.O.
Coordinator
EDUCATION PROGRAMMES
ODEL CAMPUS
P.O. BOX 23197
NAIROBI

Undertook Extra-Mural Studies in

PERSONNEL MANAGEMENT in which the following areas were covered among the others:-

- | | |
|---|-------------------------------|
| 1. Definition of Personnel Management | 11. Leadership |
| 2. Personnel function | 12. Line and staff function |
| 3. Organisation of Personnel Department | 13. Recruitment and Selection |
| 4. Human resource planning | 14. Promotion and demotion |
| 5. Staffing and promotion | 15. Redundancy and transfers |
| 6. Personnel records | 16. Disciplinary procedures |
| 7. Dismissal and redundancy | 17. Training |
| 8. Personnel appraisal | 18. Management of change |
| 9. Job description and analysis | |
| 10. Motivation. | |

From OCTOBER, 19 96 To DECEMBER, 19 96

He attended 19 out of 20 lectures each of 1½ hours and scored 65% as the marks for the course.

He was a good quiet student.

Signed Mwema Maina
MWEMA MAINA, RESIDENT LECTURER
FOR: CHAIRMAN

Date 3RD FEBRUARY 1997

DEPARTMENT OF EXTRA-MURAL STUDIES

