



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

Certificate

This is to Certify that
Sheila Merima Mhalama

Undertook Extra-Mural Studies in : -

Personnel Management & Industrial Relations

From **Oct. 2004** To **Jan. 2005**

The following were the course content: -

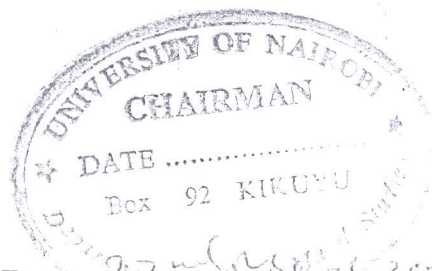
- ♦ Human Resource Planning.
- ♦ Recruitment and Selection.
- ♦ Job Analysis and Description.
- ♦ Industrial Relations.
- ♦ Performance Appraisal Schemes.
- ♦ Staff Welfare, Safety and Health.
- ♦ Staff Motivation

Signed by:

Chairman

Department of Extra-Mural Studies

Date:



00252

*certified the copy of
original 12/10/2025
Kipkuri*