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

## **Certificate**

*This is to Certify that*

***Kevin M. Katsango***

**Undertook Extra-Mural Studies in : -**

**Personnel Management & Industrial Relations**

**From *June 2003* To *Aug. 2003***

**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:**

*4/10/2003*





# UNIVERSITY OF NAIROBI

OFFICE OF THE DEPUTY VICE-CHANCELLOR  
(ADMINISTRATION & FINANCE)

Telegrams: "Varsity" Nairobi  
Telephone 334244 Telex: 22095

P.O. Box 30197  
Nairobi, Kenya

Your Ref:

Our Ref:

CN/17904/22

7<sup>th</sup> November, 2003

Mr. Kevin M. Atsango  
c/o Administration Division

Dear Mr. Atsango

**RE: CERTIFICATE IN PERSONNEL MANAGEMENT**

We refer to your letter dated 4<sup>th</sup> November, 2003.

This is to congratulate you for the above achievement. We hope it will enhance your performance in your daily duties.

Thank you.

Yours sincerely



**W. O. ABUYA**

**RECRUITMENT & TRAINING SECTION**

WOA/lwk