



2025 AFRICA EXECUTIVE PERSONAL ASSISTANTS & ADMINISTRATORS CONFERENCE

Theme:

“Future-forward administration: Embracing new technologies, evolving business models, and global challenges.”

17TH - 21ST FEBRUARY 2025

NAIROBI - KENYA

CONTACT US:

ABMC INTERNATIONAL

info@abmc-int.com

TEL: +254 (0)20 5140700

WWW.INTL-ABMC.COM



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ASSOCIATION OF EXECUTIVE PERSONAL ASSISTANTS
East Africa

Event Overview

AEPAC also serves as a unique networking platform, fostering connections among administrative professionals across Africa and beyond. The conference brings together participants from diverse sectors, creating an environment that celebrates the evolving contributions of administrative roles in organizational strategy.

AEPAC 2025 will feature several editions throughout the year starting with this series Edition. Discussions will highlight how emerging technologies—such as artificial intelligence, digital collaboration tools, and data management systems—can empower executive assistants and administrators to take on more strategic responsibilities within their organizations. By bridging traditional administrative functions with cutting-edge innovation, AEPAC equips attendees with the expertise and confidence needed to excel in an increasingly complex business landscape.

Trends reshaping the executive support/administrative functions

Businesses continue to evolve into complex and fast-paced landscapes. As this takes shape, executive assistants, administrators and secretaries are also transforming into important collaborators key in driving organizational success. To solidify their strategic position as drivers of organizational success, administrative professionals ought to relentlessly strive to advance their professional growth, keep abreast of emerging industry practices such as:

Hybrid work model

This model combines the aspects of the physical and remote work environments. This dynamic work environment demands flexibility and adaptability. To offer great executive support and achieve optimal performance through hybrid work models, executive assistants need to capitalize on emerging technologies such as virtual collaboration platforms, remote communication tools and online scheduling softwares.

What is the future of hybrid work for executive assistants/administrators? An ever-evolving and dynamic future of hybrid work is expected as more advanced technologies emerge and the needs of organizations change. As these paradigm shifts take shape, a flexible mindset will be key in providing executive support. The positive impact of a hybrid work model in executive support will largely depend on executive assistants' motivation and ability to proficiently communicate, leverage technology and achieve a balance of both physical and virtual work environments.

Personal Finance and Re-engineering the Role of Administrators and E.A's

Incorporating data tools in administrative tasks such as:

• Task & workflow automation

Tools: Zapier, Microsoft Power Automate, Trello, Asana
Task automation tools allow EAs to automate repetitive tasks such as sending reminders, organizing files, or updating contacts. With Zapier or Microsoft Power Automate, you can set up workflows to automate things like sending weekly reports, categorizing emails, or updating CRM information.

• Travel & expense management

Tools: Concur, Expensify, Triplt, TravelPerk
These tools simplify travel planning by consolidating bookings, managing itineraries, and tracking expenses. Some tools, like Concur and Expensify, offer integration with expense management systems, making it easier to track spending and report expenses accurately.

• Document management & collaboration

Tools: Microsoft OneDrive, Google Workspace, Dropbox, Evernote, Notion
Document management tools help keep files organized, secure, and easily accessible. Collaborative tools like Google Workspace or Notion make it easy for EAs and executives to co-edit documents, track changes, and manage file permissions.

Mastering technological proficiency: Leveraging data tools

Data tools if well optimized can enable administrative professionals to provide maximum support to executives. Leveraging data tools allows executive assistants and admins to offer streamlined, data-driven support. By automating routine tasks, managing schedules, organizing data, and optimizing workflows, EAs free up time for higher-value activities.

Life long learning, flexibility and adaptability

Continuous skill development is inevitable as executive assistants need to stay abreast of emerging industry trends, technologies and global trends. Enhancing competencies such as automation tools, adapting to hybrid work settings and managing tasks across varied time zones is key. With a global environment shaped by these changing business demands, the true power of a resilient assistant is in being able to adapt and thrive in such a dynamic environment.

Adapting to global business demands

With most organizations operating on a global scale, skilled international/cross cultural communication and business etiquette become paramount for executive assistants/administrators to keep up with these global demands and in the process nurture professional relationships, support global teams and successfully oversee international projects.



Why attend AEPAC?

AEPAC is an annual conference that brings together personal executive assistants and administrators from rich, diverse backgrounds from Africa. It heightens the power of face-to-face communication by allowing delegates to engage in deep and meaningful conversations with other professionals in the administrative industry. It also presents a unique opportunity to interact with international speakers who offer new insights on the opportunities available and emerging industry trends. Regardless of your present stage in your administration career journey, AEPAC is the best platform for you as an executive assistant or administrative professional to strengthen your repertoire of knowledge and skills.

The pleasure of AEPAC!

AEPAC will offer an intensive four-day training experience coupled with practical examples of the administrative industry. This will be supported by our community of international speakers who will challenge you as a personal assistant/administrator to excel more in your role by seeking new opportunities for career progression. AEPAC will also create a memorable social networking experience through a full day excursion on the last day of the conference. You will leave AEPAC nourished professionally, personally and socially!



Conference topics

1. Evolving skill sets: Navigating the hybrid workplace and leadership demands.
2. Re-engineering the role of EAs/administrators: Aligning EA roles with organizational vision.
3. Leading innovation and change management from the executive assistant's desk.
4. AI-driven scheduling and workflow automation: Tools every EA needs to know.
5. Leveraging data tools for efficient executive support.
6. Effective time zone management: Tools and techniques for global coordination.
7. Emotional Intelligence: Enhancing assertive leadership through empathy.
8. The strategic power of networking and influence: Growing your professional brand.
9. Strategic adaptability: Embracing evolving business models and global business demands.
10. Personal finance/financial wellness for stress reduction and work-life balance.

Who should attend

- Executive assistants
- Administrative assistants
- Personal assistants
- Personal secretaries
- Front office executives
- Receptionists
- Administrative managers
- Office administrators
- Office managers
- Project managers
- Communication officers
- Public relations officers
- Customer service representatives
- Team leaders
- Any professional interested in advancing their skills and knowledge in administration/executive support roles.



Explore Nairobi the capital city with a national park

Nairobi, Kenya's vibrant capital, offers a unique mix of urban excitement, cultural richness, and natural beauty such as:

- ◆ Nairobi National Park: Wildlife close to the city.
- ◆ Bomas of Kenya and the National Museum that overflow with rich cultural heritage and history of Kenya.
- ◆ The Giraffe Centre that offers a chance to feed endangered Rothschild giraffes.
- ◆ Bustling urban life and cuisine- excellent restaurants, rooftop bars, and street markets. Don't miss trying nyama choma (grilled meat), a local favorite.
- ◆ Gateway to safaris and adventures such as Ngong Hills and Mt. Longonot



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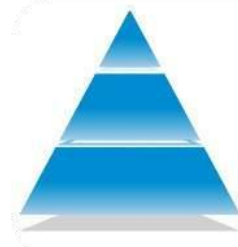
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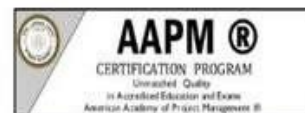
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- Global Academy of Finance and Management - GAFM from USA,
 - Human Resources Certification Institute - HRCI the largest and oldest HR certification Institute in the USA and Globally,
 - Talent Management Institute in USA for Talent Management practitioners,
 - DE Academy (Data Engineering for USA market)
- and in Africa we are an accredited Training provider by:
- National Industrial Training Authority - NITA/TRN/870
 - Institute of Human Resources Management -IHRM Kenya
 - Rwanda Human Resources Management Organization – RHRMO Rwanda



AEPAC 2025 EDITION

Africa Executive Assistant's & Administrator's



CONTRACT REGISTRATION FORM

Terms & Condition apply.

Thank you for your interest in the conference;
To register, please provide the following information and Send this form to

EMAIL: info@abmc-int.com

1. Dr. /Mr. /Mrs. /Miss:

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Position:

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3. Dr. /Mr. /Mrs. /Miss:

Department:

Position:

Cell:

Email:

ALL PRICES EXCLUDING VAT WHERE APPLICABLE

- Early bird booking: \$990 per delegate. Valid till 21st January 2025
- Book two and above delegates: \$990 per delegate.
- Booking after 21st January 2025: \$1290 per delegate.
- Kenyan delegation: \$790 per delegate

AUTHORIZATION

Signatory must be authorized to sign on behalf of contracting organization, any cancellation should be done in writing 30 days before the training dates there after 100% course fee will be charged, a substitute will be accepted
This booking is invalid without a signature.

Name:

Cell / D - Line:

Job Title:

Email:

Organization:

Telephone:

Physical Address:

Postal Address:

SIGNATURE:

REGISTRATION DATE:

Terms & Condition for this Service Level Agreement

1. Signatory must be authorized to sign on behalf of contracting organization.
2. Any cancellation should be done in writing 30 days before the training dates there after 100% course fee will be charged , however a substitute will be accepted .
3. This booking is invalid without a signature.
4. This contract booking is final, there will be no refunds for any cancellations, partial or in full, made by the client after 30 days, no show is considered a cancellation and no refund will be made . 5. If the client decides to cancel, the full invoice remains payable after 30 days to the event.
6. Written cancellation before 30days to the event, entitles the client to a credit voucher to attend a future event with ABMC International less service charge.
7. ABMC International reserves the right to modify the content, timing, speakers or venue of the conference should circumstances dictate. The event may be postponed or cancelled due to acts of terrorism, war, extreme weather conditions, industrial action, force majeure or any event beyond the control of ABMC International.
8. Clients who wish to make payment closer to the event dates or at the event are required to fill in ABMC International payment guarantee otherwise full payment is required within 5 working days.
9. Any dispute related to attendance and payments of this sales will be resolved under the Kenya Law in a court of Law in Kenya as per terms and condition of this service level agreement contract and all the legal fees involved shall be billed to the client.
10. A Purchase Order is acceptable as form of payment, however payable within 15 days after the event.

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LEADERS IN BUSINESS TRAINING



KENYA

NGARA ROAD, OFF MURANGA ROAD, KENYA
POLICE SACCO PLAZA, 5TH FLOOR.
Tel +254-20-5140700

info@abmc-int.com

UGANDA

Premier Complex ,
Plot 1-2, Enterprise Close Jinja Road,
Ntinda Industrial Area
Po Box 31625 Kampala-Uganda
Mobile +256 784 450 355/+256 783 273 556

info.uganda@intl-abmc.com

DUBAI

AL FAJER COMPLEX, 2ND FLOOR,
OUDMETHA, BUR DUBAI
UNITED ARABS EMIRATES
TEL: +971525389780

EMAIL: joseph@abmc-int.com

TANZANIA

P.O BOX 5550 Nhc House Floor No.8
Samora Avenue Dar Es Salaam Tanzania
Mobile:+255 719 787 122 +255 783 903

300 info.tz@intl-abmc.com

RWANDA

Kn 5 Rd, Immeuble Aigle Blanc 1st Floor;
P.O Box 3644;
Kimihurura - Kigali;

info.rw@intl-abmc.com

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