

AEPAC 2025 DUBAI EDITION

AFRICA EXECUTIVE PERSONAL ASSISTANTS & ADMINISTRATORS CONFERENCE



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DATES:

9TH - 13TH JUNE 2025

DUBAI - U.A.E

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

CONTACT US:

ABMC INTERNATIONAL

E: info@abmc-int.com

Call Center: +1 430 209 2200

www.INTL-ABMC.COM



EST. 2012

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**ASSOCIATION OF
EXECUTIVE
PERSONAL ASSISTANTS**
East Africa

Event Overview

Overview

It is an era of rapid change in the administrative world shaped by dynamics such as the evolving nature of work and advancements in technology. These dynamics present opportunities and challenges in equal measure for the future executive assistants/administrators. Nonetheless, the human touch and the strategic acumen that executive assistants/administrators offer is irreplaceable.

As the administration space continues to evolve, so should executive assistants/administrators. This calls for attention to building strategic partnerships, accruing new skills and techniques of performing tasks and building strategic connections to stay ahead of the curve. There is also a need to look into what to expect in administration in future.

The future of administration at a glance.



- Administration powered by Artificial Intelligence (AI)
AI is proving to be a tool that catapults executive assistants/administrators to become change catalysts in organizations. AI tools such as ChatGPT have become handy in performance of routine and repetitive tasks allowing executive assistant/administrators to focus on higher-level decision-making, problem-solving, and strategic planning. This shift towards automated administrative tasks not only enhances efficiency but also opens up new possibilities for innovation in organizational management.



- Collaboration as a cornerstone of the future of administration
In a VUCA world, the interconnectedness of tasks and the need for real-time information demands seamless collaboration with other departments and stakeholders. Executive assistants/administrators are becoming the orchestrators, ensuring effective communication and coordination across the organization. Building strong relationships and fostering a culture of teamwork will increasingly become critical for success in an environment where adaptability and collective intelligence are paramount.



- Adaptability & resilience in the VUCA world
The VUCA world demands a high level of adaptability and resilience from executive assistants. They will need to be quick thinkers, capable of swiftly adjusting to unforeseen challenges and embracing change. Proactive problem-solving will become a core competency, as executive assistants navigate through ambiguity and uncertainty. This evolution in skill sets will redefine the expectations placed on these professionals, emphasizing not only organizational and logistical prowess but also a keen ability to anticipate and respond to dynamic business conditions.



- Cultural competence and global outlook
As organizations gain global presence, executive assistants/administrators have to enhance their cultural competence, cultural diversity, international communication skills and comprehension of international business practices. As a result, they will support their organizations in expanding to new markets, promoting investor relations and overall growth.
Takeaway



In this evolving landscape of the 21st century, the future of administration is certainly marked by constant transformation and unprecedented challenges. As we look towards the future, the theme of nurturing administrative agility becomes paramount for effective governance. Executive assistants/administrators must adapt, innovate and thrive in the face of VUCA conditions. As this new reality continues to kick in, the world of administration has to embrace change as a constant aspect in the growth of an organization. Executive assistants/administrators therefore must take the frontline in fostering a culture that values flexibility, quick decision-making, and the ability to pivot strategies in response to dynamic external forces.

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.

AEPAC 2025 will feature several editions throughout the year. 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.

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!

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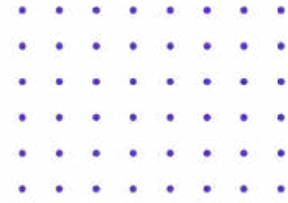


Conference topics

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.



Daily Program Outline

Day 1

Evolving Skill Sets and Navigating Leadership Demands

Session 1:

9:00 am - 10:00 am:

Evolving Skill Sets: Navigating the Hybrid Workplace and Leadership Demands

10:00 am - 10:30 am: Coffee/Tea Break

Session 2:

10:30 am - 11:30 am:

Re-engineering the Role of EAs/Administrators: Aligning EA Roles with Organizational Vision

11:30 am - 11:45 am: Short Break

Session 3:

11:45 am - 12:45 pm:

Leading Innovation and Change Management from the Executive Assistant's Desk

12:45 pm - 1:00 pm: Group Photo Session

1:00 pm - 2:00 pm: Lunch

Day 2

Mastering Technology and Leveraging Data Tools

Session 1:

9:00 am - 10:00 am:

AI-Driven Scheduling and Workflow Automation: Tools Every EA Needs to Know

10:00 am - 10:30 am: Coffee/Tea Break

Session 2:

10:30 am - 11:30 am:

Leveraging Data Tools for Efficient Executive Support

11:30 am - 11:45 am: Short Break

Session 3:

11:45 am - 12:45 pm:

Document Management and Collaboration Tools: Optimizing Your Workflow

12:45 pm - 1:00 pm: Group Photo Session

1:00 pm - 2:00 pm: Lunch

Day 3

Global Coordination and Strategic Networking

Session 1:

9:00 am - 10:00 am: Effective Time Zone

Management: Tools and Techniques for Global Coordination

10:00 am - 10:30 am: Coffee/Tea Break

Session 2:

10:30 am - 11:30 am: The Strategic Power of Networking and Influence: Growing Your Professional Brand

11:30 am - 11:45 am: Short Break

Session 3:

11:45 am - 12:45 pm: Adapting to Global Business Demands: Cross-Cultural Communication and Etiquette

12:45 pm - 1:00 pm: Group Photo Session

1:00 pm - 2:00 pm: Lunch

Day 4

Emotional Intelligence and Leadership Excellence

Day 4: Emotional Intelligence and Leadership Excellence

Session 1:

9:00 am - 10:00 am: Emotional Intelligence:

Enhancing Assertive Leadership Through Empathy

10:00 am - 10:30 am: Coffee/Tea Break

Session 2:

10:30 am - 11:30 am: Strategic Adaptability:

Embracing Evolving Business Models

11:30 am - 11:45 am: Short Break

Session 3:

11:45 am - 12:45 pm: Leading Wellness and Work-Life Balance Initiatives for Executive Teams

12:45 pm - 1:00 pm: Group Photo Session

1:00 pm - 2:00 pm: Lunch



DISCOVER DUBAI @AEPAC U.A.E



Experience Dubai: Iconic Landmarks and a Mesmerizing Dinner Cruise

Welcome to Dubai, a city of unmatched luxury, futuristic architecture, and rich cultural heritage. This specially designed tour takes you on a journey through Dubai's most renowned landmarks and cultural gems, culminating in an enchanting dinner cruise along its glittering waters.

Our adventure begins at the world-famous Burj Khalifa, the tallest building in the world. Ascend to its observation deck and take in breathtaking views of Dubai's skyline, the Arabian Gulf, and the surrounding desert. From here, we'll visit The Dubai Mall, a shopper's paradise offering luxury brands, the mesmerizing Dubai Fountain, and an aquarium like no other.

Next, we'll travel to the iconic Palm Jumeirah, a man-made marvel shaped like a palm tree, and stop by the luxurious Atlantis, The Palm for stunning photo opportunities. We'll then journey to the picturesque Madinat Jumeirah, often called the "Venice of Dubai," where winding waterways, traditional souks, and views of the iconic Burj Al Arab create a magical setting.

For a taste of Dubai's rich heritage, we'll explore the historic Al Fahidi Historical Neighborhood and take an abra ride across Dubai Creek, where the traditional spice and gold souks offer a glimpse into the city's trading history.

As evening falls, the highlight of your Dubai experience awaits: a luxurious dinner cruise along Dubai Marina. Step aboard a beautifully illuminated dhow boat and indulge in a sumptuous buffet of international and Emirati cuisine. Glide past the glittering skyscrapers of Dubai Marina, the futuristic Ain Dubai, and the iconic skyline of JBR, all shimmering against the night sky. The tranquil waters and sparkling lights provide the perfect backdrop for an unforgettable evening.

This tour is a perfect blend of Dubai's futuristic vision and rich traditions, topped with an evening of elegance on the water. Join us to uncover the wonders of this extraordinary city!



About



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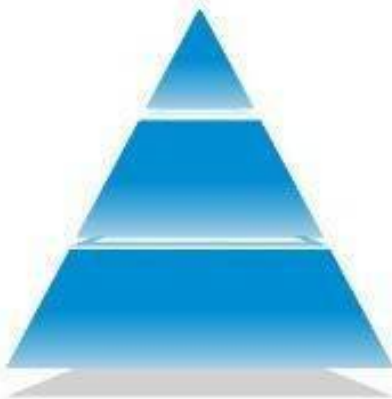
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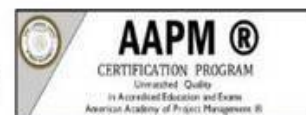
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 - Talent Management Institute in USA for Talent Management practitioners,
 - DE Academy (Data Engineering for USA market)
- and in Africa we are an accredited Training provider by:
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 - Rwanda Human Resources Management Organization – RHRMO Rwanda



AEPAC 2024 EDITION

Africa Executive Assistant's & Administrator's Conference - Dubai 2025



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:

Department:

Position:

2. Dr. /Mr. /Mrs. /Miss:

Department:

Position:

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

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Position:

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Email:

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ALL PRICES EXCLUDING VAT WHERE APPLICABLE

- Early bird booking: \$1,790 per delegate (valid till 30TH APRIL 2025)
- Booking AFTER 30TH APRIL 2025: \$1,990 per delegate.
- Book Two and Above delegates: \$1,790 per delegate
- CPEA DELEGATES \$1,790 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:

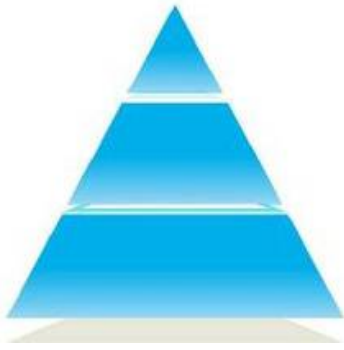
Postal Address:

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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www.INTL-ABMC.com

U.S.A

ABMC International LLC :
1846 E Rosemeade Pkwy#1090
Carrollton, TX 75007-2637
Texas, United States
Tel: +1 430 209 2200
Gen Email: 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

U.A.E

Shams Business Center, Sharjah Media
City free Zone, Al Messaned, Sharjah,
P.O Box 30378, Dubai United Arab
Emirates U.A.E: +971 52 53 89780
Kenya: +254 0(20) 5140700 EMAIL:
info@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;
Mobile:+250 788319523
+250 7888319512
info.rw@intl-abmc.com

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WWW.INTL-ABMC.COM