

Africa Executive Personal Assistants/Administrators Conference-AEPAC 2023-

Cape Town, South Africa Edition

Conference Host



A.B.M.C INTERNATIONAL LTD

ACCESS BUSINESS MANAGEMENT CONFERENCE INTERNATIONAL LTD
LEADERS IN BUSINESS TRAINING



CONFERENCE PROGRAM

Theme: Become the modern administrative and executive assistant as a collaborative business agent

Dates: 26th to 30th June 2023

Venue: The Doubletree by Hilton, Cape Town-South Africa



TIME	DAY ONE: 26th June 2023	DAY TWO: 27th June 2023	DAY THREE: 28th June 2023
	Starting Time 8:30 AM	Starting Time 8:30 AM	Starting Time 8.30 AM
8:30- 9:30	FORUM 1: Registration & official opening remarks. ABMC host (s) Pre-conference film: "The Assistant" preview. Themes from the film	FORUM 5: The active role of a personal assistant/administrator in building an organization's brand image. Priscilla Pearson-Johannesburg	FORUM 9: Leveraging on modern technology and taking over AI (Artificial Intelligence) administrative and personal assistants. Fatima Ravat-Cape Town
10:00-10:30	Break	Break	Break
9:30-10:30	FORUM 2: Developing strong corporate ethics to build long lasting relationships with stakeholders. Susan Smith-Cape Town	FORUM 6: Developing interpersonal skills and human relations skills in the workplace. Fatima Ravat-Cape Town	FORUM 10: Strategically positioning oneself for a managerial role in the organization. Priscilla Pearson-Johannesburg
11:00-12:00	FORUM 3: Improving on self-awareness for improved performance. Ilze-Meri Eksteen-Cape Town	FORUM 7: The role of a personal assistant/administrator in crisis management. Priscilla Pearson-Johannesburg	FORUM 11: .How to build mental and emotional wellness in the workplace. Ilze-Meri Eksteen-Cape Town
12:00-1:00	Forum 4: An executive assistant/administrator as a change agent through creativity and innovation. Susan Smith-Cape Town	FORUM 8: Coping with a global recession Susan Smith-Cape Town	FORUM 12: Emerging best practices in the modern personal executives/administrators industry. Priscilla Pearson -Johannesburg
1:00-2:00	Lunch	Lunch	Lunch

Awards and event closure.

DINNER CRUISE EVENT



EST. 2012

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TIME DAY FOUR: 29th June 2023

DAY FIVE: 30th June 2023

Starting time: 8:30 AM

CAPE TOWN EXCURSION

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CAPE TOWN EXCURSION

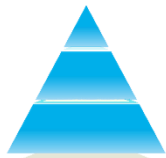
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