

AFRICA EXECUTIVE PERSONAL ASSISTANTS ADMINISTRATORS CONFERENCE

THEME:

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



Dates: 13th-17th November 2023

Location: Mombasa-Kenya Edition

CONTACT US!!

ABMC INTERNATIONAL
KENYA POLICE SACCO BUILDING
EMAIL: INFO@INTL-ABMC.COM
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Overview

The tide has turned in today's administrative world. In this modern era characterized by constant technological revolutions, the role of personal assistants/administrators has seen a paradigm shift as well. Presently, their role has more to do with strategic alignment of organizations. Their role has become more pronounced than ever before, more so at the executive management level. At this level, an executive personal assistant is key in driving strategic decisions.

How is the role of personal assistants/administrators in today's corporate world?

Traditionally, personal assistants/administrators mainly undertook routine administrative tasks. In today's corporate world, the case is different. A personal assistant's role is perceived more as that of a manager and a leader in equal measure. Their role now is more complex and comprehensive than ever before. It is centered on strategic thinking, problem solving & decision making, building the corporate culture and change management.

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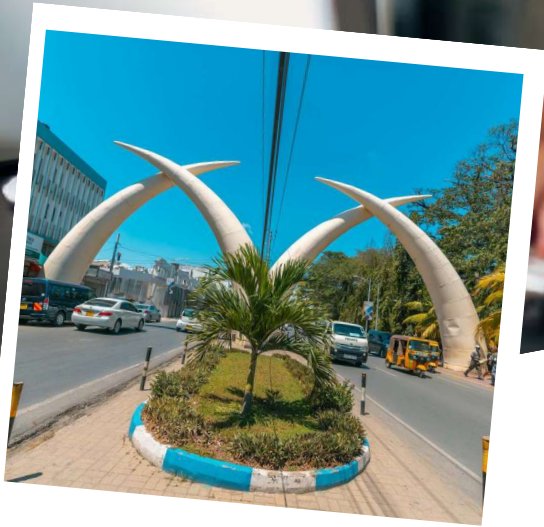
In today's corporate world a PA and Administrator is seen as:

- A communication expert endowed with great oratory, persuasion, diplomatic and active listening skills.
- A business partner endowed with creative and innovative ideas and focused on partnering with an organization for long term success.
- A support specialist who executes tasks with diligence, keenness to detail and timeliness.
- A leader and manager who acts as a role model to others by overseeing the planning and execution of operations.
- A technology specialist who can integrate technology to process, store and retrieve information to aid in day to day operations of an organization.



Topics

1. The active role of a personal assistant in building an organization's brand image
2. Developing Leadership Skills: Empowering Executive Personal Assistants to Lead from the Front
3. Mastering Business Etiquette: Creating Positive Impressions in Professional Settings
4. The role of a personal assistant in crisis management
5. How to build mental and emotional wellness in the workplace
6. Developing interpersonal and human relations skills in the workplace
7. Leveraging on modern technology and taking over AI administrative and personal assistant
8. Emerging best practices in the modern personal executives/administrators industry
9. Coping with a global recession



Benefits to delegates

- Interact and share experiences with international speakers
- Build professional networks with other executive assistants and administrators
- Enhance interpersonal and organizational communication skills
- Understand the dynamics of crisis management
- Acquire top notch digital skills for the modern corporate world
- Gain knowledge on best trends in the personal executive/administrators industry
- Exposure to practical case studies and examples
- Any certified personal assistant gets a discounted members' rate
- Award of a certificate upon completion of the training

Who should attend

- Executive assistants
- Personal assistants
- Office administrators
- Office managers
- Project managers
- Secretaries
- Customer relations officers
- Communication officers



In light of the changing role of a personal assistant/administrator, it demands a combination of a diverse skill set that ranges from personal standards, interpersonal standards to ethical standards. It is thus crucial to have mastery of:

- How to leverage technology and taking over AI administrative and personal assistant.
- Effective communication-oral and written communication skills, conflict management and negotiation skills.
- Official protocol, diplomacy and etiquette.
- A collaborative business partnership attitude.
- Mature decision making through accurate judgment and utmost discretion.
- Contingency planning.
- Strategic competence.
- International business management.
- Role of project management for the personal assistant and administrative assistant.

In essence, personal assistants/administrators are the greatest heroes in every organization. It is through their unwavering support that the management is able to advance the organization's vision. As their role continuously evolves in line with the changing corporate world they must also re-skill to keep up with the changes. Sharpening core skills-excellent interpersonal skills, oral and written communication, flexibility, adaptability, emotional intelligence, and innovation will be key in enabling personal assistants to adapt to the changing corporate world.

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Access Business Management Conferencing

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

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ALL PRICES EXCLUDING VAT WHERE APPLICABLE

Conference price: \$1990per delegate

3 and above delegates: \$1790 per delegate

Early bird price: \$1790 valid till 13th October 2023

Virtual attendance \$800 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:

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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.

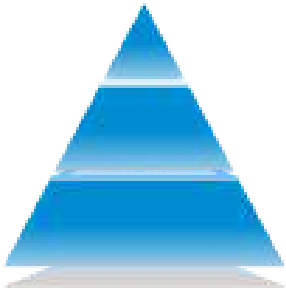
8. Clients who wish to make payment closer to the event dates or at the event are required to fill in ABMC International payment guarantee otherwise full payment is required within 5 working days.

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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CONTACT US!!

KENYA

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

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

CANADA

422 RICHARDS ST, SUITE 170
VANCOUVER BC V6B 2Z4 CANADA
CONTACT: Victoria Karanja
TEL: +13344034679 and +16042103953
vkaranja@abmc-int.com

DUBAI

AL FAJER COMPLEX, 2ND FLOOR,
OUDMETHA, BUR DUBAI
UNITED ARABS EMIRATES
TEL: +971525389780
EMAIL: joseph@abmc-int.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