

AFRICA EXECUTIVE PERSONAL ASSISTANTS/ ADMINISTRATORS CONFERENCE (AEPAC)

Theme: Nurturing administrative agility in a VUCA (Volatile, Uncertain, Complex & Ambiguous) world.

DATES:
20TH-24TH MAY 2024
ACCRA-GHANA

2024

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ASSOCIATION OF
EXECUTIVE
PERSONAL ASSISTANTS
East Africa



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Conference 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.



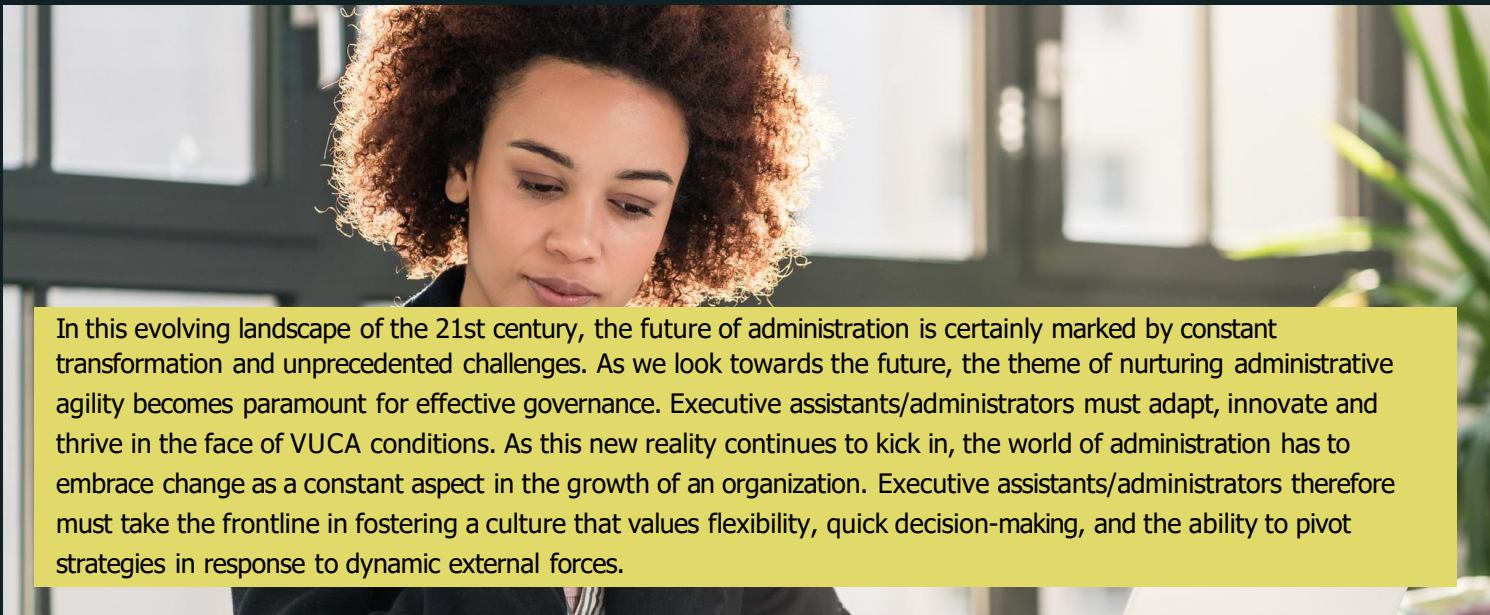
- ♦ Collaboration as a cornerstone of the future of administration
In a VUCA world, the interconnectedness of tasks and the need for real-time information demands seamless collaboration with other departments and stakeholders. Executive assistants/administrators are becoming the orchestrators, ensuring 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.

About

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.



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. Agile project management strategies in administration.
2. The role of organizational culture in fostering collaboration within administrative teams.
3. Establishing a mindset of continuous improvement through feedback.
4. The need for adaptive leadership in the face of rapid changes.
5. Embracing artificial intelligence and automation tools to streamline tasks and boost productivity.
7. Agile administrative practices: Building adaptability and resilience in a VUCA world.
8. Balancing productivity with a focus on the health and happiness of employees.
9. Cross-cultural communication and coordination in international administrative practices.
10. Retirement planning: personal finance management & investment tips.

Daily Program Outline



Day 1

8:30am-9:00am

- ◆ Official registration/networking
- ◆ Opening remarks by host

Session 1: 9:00am-10:00am: Agile project management strategies in administration.

10:00am-10:30am: Coffee/tea break

Session 2: 10:30am-11:30am: The role of organizational culture in fostering collaboration within administrative teams.

11:30am-11:45am: Short break

Session 3: 11:45am-12:45pm: Establishing a mindset of continuous improvement through feedback.

12:45pm-1:00: Group photo session

1:00pm-2:00pm: Lunch

Day 2

8:30am-9:00am

- ◆ Networking
- ◆ Opening remarks by host

Session 1: 9:00am-10:00am: The need for adaptive leadership in the face of rapid changes.

10:00am-10:30am: Coffee/tea break

Session 2: 10:30am-11:30am: Embracing artificial intelligence and automation tools to streamline tasks and boost productivity.

11:30am-11:45am: Short break

Session 3: 11:45am-12:45pm: Agile administrative practices: Building adaptability and resilience in a VUCA world.

12:45 pm-1:00 pm: Closing remarks

1:00pm-2:00pm: Lunch

Day 3

8:30am-9:00am

- ◆ Networking
- ◆ Opening remarks by host

Session 1: 9:00am-10:00am: Balancing productivity with a focus on the health and happiness of employees.

10:00am-10:30am: Coffee/tea break

Session 2: 10:30am-11:30am: Cross-cultural communication and coordination in international administrative practices.

Session 3: 11:45am-12:45pm: An investment minded executive assistant/administrator-personal finance management tips.

12:45pm-1:00pm: Closing remarks

1:00pm-2:00pm: Lunch

Day 4: conference wrap up & excursion

- ◆ Award of certificates ceremony
- ◆ Vote of thanks
- ◆ Official closing remarks
- ◆ Excursion

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

EMAIL:INFO@INTL-ABMC.COM

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

Department:

Position:

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

Department:

Position:

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

Department:

Position:

Cell:

Email:

Cell:

Email:

Cell:

Email:

ALL PRICES EXCLUDING VAT WHERE APPLICABLE

Conference price = \$2190 per delegate

Book (early bird valid till 20th April 2024) = \$1990 per delegate

Book 3 delegates & above = \$1990 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:

Job Title:

Organization:

VAT No.:

Telephone:

Physical Address:

Postal Address:

SIGNATURE:

Cell / D - Line:

Email:

Facsimile:

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 30 days 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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