

2022

ADMINISTRATIVE ASSISTANTS END OF YEAR SUMMIT

23-26 November 2022

Tamarind Conference Resort (Kariba)

Activities...

Game Drive,
Crocodile Farm Visit
Dam Wall Visit,
Quad Biking,
Sunset Cruise,
Waterslide
and Swimming

Overview...

Join us for an event which brings together successful senior assistants from top leading companies and organizations, as well as highly qualified trainers who will share insights on essential skills, discuss latest trends in business performance and discover new practical skills to increase one's productivity and value.

Topics lined-up... *(request for a detailed course outline)*

- ★ Your 'Digital Dress Code': Elevate Your Professional Brand
- ★ Executive Assistants, their spider role
- ★ Executive Presence (what is it, and how to create?)
- ★ Dispelling the PA myths that no longer serve PAs or their bosses
- ★ Business Etiquettes and Diplomacy
- ★ Positive Thinking and Resilience

Who should Attend?

- ★ Secretaries and Personal Assistants
- ★ Executive Secretaries and Executive Assistants
- ★ Administrative Assistants & Co-coordinators
- ★ Office Managers and Team Leaders
- ★ Business Support Executives
- ★ All Administrative office support staff

Banking details...

Administrative Assistants Academy

Stanbic Bank (Msasa Branch)

ZWL Account #: 9140006041174

Call: +263717077927, +263789732986

Email: admin@adminassistantsac.com

Website: www.adminassistantsac.com

Course Fees...

Standard Rate: (Pay by 11 November)
Full Package (Inc return transport to Hre):
ZWL 1,085,000

Standard Package (Own transport):
ZWL 985,000

Late Rate: (Paid after 11 November)
Full Package (Inc return transport to Hre):
ZWL 1,135,000

Standard Package (Own transport):
ZWL 1,035,000

