

2022

PAs & SECRETARIES DAY & SUMMER SCHOOL

26-29 October 2022

AZambezi River Lodge (Vic Falls)

Overview...

Join us as we recognise and celebrate the work of all administrative professionals....

Dear Managers... this day is a good time to appreciate and show your support to your PAs & Secretaries - an event they can not afford to miss!

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

- ★ Building & Strengthening the EA & Executive Alliance
- ★ Assertiveness skills that help you get the job done
- ★ Staying Organized, Focused and in Control
- ★ Communicating with Confidence and Clarity
- ★ Managing multiple projects and priorities

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)

USD Account #: 9140006044394

Call: +263717077927, +263789732986

Email: admin@adminassistantsac.com

Website: www.adminassistantsac.com

Activities...

Day trip to **CHOB** Botswana
(with Game drive and Sunset Cruise),
Tour of the Victoria Falls and Bridge,
Look-Out Café, Boma Dinner

Secretaries Day Gifts...

Gift Vouchers and Beauty Hampers

Course Fees...

(request for Invoice/Quotation)

Early Bird Rate (Get a 10% Discount):

Pay by 16 September

Regular Rate (5% Discount):

Pay between 17 September - 07 October

Late Rate (No Discount):

Pay between 07 October - 25 October

