

AFRICA SECRETARIAL & OFFICE ADMINISTRATORS SUMMIT 2019



BASITSANA
TRAINING CONSULTANTS

THEME

Transformational Resilience:

The Way Forward for administrative professionals

Intro

More businesses today operate in environments that are far more complex and competitive than at any time in history, markets increasingly interconnected, businesses have less borders, and technology continually disrupts business models. While these waves of advancements have led to increased prosperity, productivity, this does not mean that these transitions were free of risk or difficulty. These intense and dynamic shifts have forced businesses to revisit on employee roles, particularly that of administrative personnel which according to some reports is the one threatened by redundancy. While the implications of the disruptions are far-reaching, even daunting, rapid adjustment to the new reality and its opportunities is possible. However the administrative profession is still marred by converging personal and professional challenges. Savvy and forward-thinking companies have taken innovative approaches to address these challenges to unleash the potential of talented professionals through improved key performance areas, radical transformation, realigning corporate culture, reclassifying roles, clear progression paths and competitive remuneration. Many would laud the progress however their cheer is tempered with caution indicating that the current picture still does not define or match acceptable and universal standards.

Yet even with this progress by early adopters, a number of administrative professionals are still relying on the nudge approach. Struggling to find right tools for a greater degree of collaboration, stuck on reactive, task based, non-questioning and subservient environment and furthermore grappling with challenging questions, what are the macro trends shaping how the profession evolves? Will our imperfections and lack of coherence, in both inner and outer shifts remain relevant to both the organisations and the profession? How do the trends impact the future of our work? How do we remain agile?

To address these critical questions Basitsana Training Consultants is fortunate to have gathered leaders and pioneers that have conquered obstacles, overcome adversity, and inspired success who will explore the unprecedented questions, questions and challenges on how administrative professionals can move forward with great confidence and resolve. Through provocative, journalist led plenary discussions, intimate interactive and networking session; the Africa Secretarial & Office Administrators Summit 2019 is designed to provide an unparalleled experience for administrative profession.

SPEAKERS



DR JOYCE MINGARD

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EMOR POTGIETER

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FEROZAR SADER

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WHO SHOULD ATTEND

Executive support professionals, including:

- Executives Assistants
- Executive support
- Executive Coordinators
- Business Support
- Personal Assistants
- Faculty Support & Administration
- Executive Officers
- Administrative Assistants

KEY HIGHLIGHTS

- INTERACTIVE PLENARY DISCUSSIONS
- NETWORKING CHALLENGE

Africa Secretarial & Office Administrators Summit 2019 will provide key tools, strategies and steps to become an impact-driven professionals on how to,

- Recognize how leading and experienced executive PA's are breaking the norm and fuelling change
- Create a perfect path for Work-Life Integration
- Reclassify your role, clear progression and remuneration you deserve
- Explore key pathway to financial stability
- Learn best practices through advanced negotiation techniques
- Rethinking inequality, challenge stereotypes and unconscious bias
- Explore exponential tech convergence
- Connect with like minded professionals, visionaries and build professional networks
- Voice your opinion and be part of the conversation
- Adapting to the constant change in workplace and demands and new responsibilities
- Get ahead of the curve on the critical trends that impact your portfolio
- Cultivate gender partnership talks for improved workplace culture and thwart any prevalence of unchecked behaviour

DAY 1

Keynote Address - Changing landscape of administrative profession

Lively discussion as speakers convey thoughts worthy of this important milestone, and the exciting future of the administrative profession. Topics will focus on;

- Important dynamics and indicators to watch out for in 2019 and beyond
- Why it is essential to spring forward in the face of adversity and change, rather Than simply bounce back
- Evolution of the new world of work and business implications

The 4Rs - Your Approach to Breaking Through

Being passed over for that promotion or new opportunity remains a challenge, especially for women. Setbacks are part of the journey. First-hand stories, inspiration and tips to help you break through and also discover.

- How to stop, drop and roll during tough times and to make choices that keep you moving forward.
- Develop your grit & tenacity and spring forward even more confident than ever.
- The secret to cultivating the Four Rs of Success—relationships, reputation, results, and resilience

Ambition Is Not a Dirty Word - Your guide to earning your worth successful people are typically powerful, driven, ambitious, direct and competitive. But when women embody these characteristics, they are often judged as unfeminine, calculating and strident. In this highly interactive session, Speakers will;

- Demonstrate how to flex your competitive muscles,
- Express your ideas and accomplishments with strength,
- Learn to stand out from the pack and move into the role you deserve.

Plenary Discussion: Dreams, Fears and Realities

Senior established professionals share their career journeys and offer personal insights on ambition and workplace competition, conflict and collaboration. Learn how these successful EA/ PAs define “winning” and how their work responsibilities impact their lives outside the office.

Pivot - Plotting your next move

Career change doesn't have to be a crisis and plateaus don't have to be a problem. In fact, if change is the only constant, now more than ever as it relates to our economy, it behoves us all to get better at it. Your best chance of success lies right under your feet. No matter your age, life stage, or career level, Speakers will demonstrate; How to,

- Pivot strategically into your next opportunity
- Double down on what is already working, cut through confusion and move more quickly in a new direction
- Cycle through as many times as necessary,

Work/Life Integration: Lessons Learned from the Trenches

This interactive session will offer real-life perspectives from successful office professionals illustrate how their respective companies supported their life integration. By sharing their personal journeys - both on what has worked and not worked throughout various stages of their careers, attendees will learn effective strategies in meeting these challenges.

Gender partnership - Reaching a tipping point #Me-too Campaign, - Why outing harassers is not enough - The harassment statistics are at a staggering high. The Me-too campaign, deemed the greatest conversation of the session, paving way to out the harassers for unchecked behaviour.

Panel will,

- Explore why industries are ripe for such behaviour,
- Demonstrate practical steps to engage men as advocates to impact positive change,
- Learn how leading corporates have implemented targeted action and hands-on deck approach.

DAY 2

Ask the panel, Advanced Negotiation – THIS IS HOW WE DID!

Failed negotiations have a far-reaching daunting impact on employee morale, often leaving one dissatisfied, worn out, or alienated and frequently all three. Big ask, how have the leading professionals mastered the art against great odds to accomplish worthy goals, In this fascinating fun filled session, Ask the panel, participants will have a rare opportunity to,

- Hear panel's real world gripping stories,
- Planning and executing a strategy to help you get what you deserve,
- Explore how these remarkable negotiators overcame formidable challenges,
- Ask question around the barriers and craft strategies used to overcome them,
- Get expert tips and examine own approaches to negotiations,

Diversity, Equity and Race: Broadening Perspectives in the Workplace.

As the conversation around race and diversity in our society today continues to evolve, so does the need to understand how this impacts the administrative role in the workplace. The focus of this talk is to candidly discuss the challenges, address difficult issues and talk about how to make room for a constructive dialogue when bridging cultural and technical perspectives.

Interactive Lunch + Testing your networking skills

This is your chance to meet up with the individuals who can create new professional opportunities, sponsor your work and help accelerate your career. Each participant will meet with 6-8 'matches' and explore key themes like 'what drives your passion?' 'How do you deal with a flat tire or your batteries needing to be recharged?' 'What technology truly increases your productivity?' Get ready to move, mingle, and walk away with meaningful mentor/men-tee contacts and best of all, a call to action.

Fun Challenge

Visionary Keynote - Future Proofing Career for Tomorrow's Success

The Future is here - Robotics and cognitive technologies are enabling automation at unprecedented level making inroads in the workplace. While this transformation ushers a new era of opportunities it poses substantial challenges around job security for the administrative professional. What will this mean for employment?

Join Visionary executive, Warren, as he discusses his vision of the landscape in the coming years.

DAY 3

Time Management

- Understanding current time management techniques and processes
- Identifying the top time-wasters that impact on an organisation's productivity and minimising their negative influence
- Creating work/life balance
- Creating time efficient work plans
- Understanding the 80/20 principle

Stress Management

- Identifying methods of stress management and relief
- Analysing proactive and reactive stress
- Creating a stress management plan
- Identifying the symptoms of stress
- Understanding the link between stress and work performance
- Analysing the impact of stress on interpersonal relationships

High Emotional Intelligence - Key To Staying At the Top

How EQ, mindfulness, and creativity provide the vital skills for solving challenge in the new world economy

- Explore how leading professionals practice this form of art for optimal results
- Emotional Excellence for Work-Life Balance
- Emotionally Excellent Relational Skills
- Understanding Human Development for Building a Healthy Self-esteem

DAY 4

New frontiers in Financial Wellness

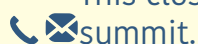
Holistic financial wellness programs are not only here to stay, but are already proving to gain momentum in 2019. According to latest research, over 80% of companies plan to focus on the financial well-being of their workers beyond the realm of retirement

- Why financial wellness is receiving so much attention now,
- Converging market factors coming together to form a perfect storm,
- What significant barriers do these have on an employee's prosperity and the security of their futures

Closing Keynote - Where to from Here?

Join industry professionals and fellow participants for a closing conversation specifically tailored to audience questions and answers about career advancement and development. Attendees will have the opportunity to submit questions in advance and also join in the discussion on the benefits, values, and applications of PA of the future.

This closing session will provide a helpful roadmap for next steps to career success.



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TICK ON PREFERRED DATE

25-28 June 2019| Indaba Hotel Fourways

Authorization And Company Details

The signatory must be authorized to sign on behalf of the stated company. I acknowledge that I have read and understood all of the Payment Methods, Policies and Terms & Conditions.

Company: _____
Tel. _____
Address: _____
VAT if applicable: _____
Name: _____
Designation: _____
Email: _____
Date: _____
Signature: _____

Name: _____
Designation: _____
Email: _____
Tel. _____

Name: _____
Designation: _____
Email: _____
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Name: _____
Designation: _____
Email: _____
Tel. _____

ACCOUNTS CONTACT PERSON

Name: _____
Designation: _____
Email: _____
Tel. _____

BANKING DETAILS

Basitsana PTY LTD
BANK: Standard Bank,
ACC NO. : 220084238
BRANCH CODE: 018005

DELEGATE DETAILS

Name: _____
Designation: _____
Email: _____
Tel. _____

Name: _____
Designation: _____
Email: _____
Tel. _____

TERMS & CONDITIONS

CANCELLATION NOTICE: By Signing and Returning the Registration form, the authorizing signatory on behalf of the stated company is subject to the following terms & conditions.

** A charge of 50% for registration fee, plus 700s (+vat) administration charge will be made for cancellations made in writing at least 14 working days prior to the event. * For any cancellations received less than 7 working days before the event, the full fee will be payable and no refunds or credit notes will be given.*

** If a registered delegate does not cancel and fails to attend the workshop, this will be treated as a cancellation and no refund or credit note will be issued.*