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7th of July 2025

Invitation to attend!

Dears Sir/Madam

**INVITATION TO THE 2025 PAs & SECRETARIES DAY AND SUMMER SCHOOL
11TH - 12TH OF SEPTEMBER 2025 | BUSHMAN ROCK SAFARIS (HARARE-MELFORT)**

We are delighted to invite you to the **2025 PAs and Secretaries/Administrative Professionals Day and Summer School** celebration, taking place from **11th to 12th September 2025** at the beautiful **Bushman Rock Safaris (Harare-Melfort)**. This event is designed to enhance your skills, knowledge, and networking opportunities.

Overview...

The **2025 PAs and Secretaries/Administrative Professionals Day and Summer School** aims to provide a platform for professional development, networking, and recognition. The event will feature keynote speeches, workshops, training sessions, and interactive activities.

Top reasons you should attend...

Our 2025 PAs and Secretaries/Administrative Professionals Day and Summer School attracts administrative professionals by combining renowned speakers, a strong reputation for excellence, a convenient location, and valuable networking opportunities. Attendees highlight the practical, skill-building content tailored to today's industry needs and the chance to connect with like-minded professionals. With sessions focused on relevant tools, trends, and personal development, our event offers an enriching experience that balances valuable content, reputable experts, and investment-worthy opportunities to advance careers and professional networks.

Topics...(see attached detailed course outline)

1. Thriving Amidst Change: Strategies for Embracing and Leading Through Transformation
2. Breaking the Busy Cycle: Strategic Workflows for Productivity without Burnout
3. Administrative Team Building: The Key to Success
4. Gracefully Dealing with Miscommunication and Disrespect
5. Building a Daily Action Plan: Streamline and Showcase Your High-Value Work
6. Strategic Execution: Gaining Control of your Projects, Priorities and Deadlines
7. Behavioral Fluency: Communicating with Tact, Diplomacy and Credibility
8. Memory Skills for Administrative Professionals

Activities lined up...

Game Viewing	Team-Building
Tour of the Vineyards and Wine Testing	Canoeing

PLUS, Annual Team Building...

An exciting segment at this year's Summer School is a personally designed team building session which builds confidence, provides an opportunity to expand your teamwork skills, and exhibit new levels of self-leadership. Discover the fun and creative synergy as each group tackles a specially designed conference-themed project! - The results are spectacular: engaging interactions with peers, learning, experience working on a joint project, expanding creativity, asking questions and sharing experiences, opportunities for fun, and a chance to stretch your wings!

Who Should Attend...?

The 2025 PAs and Secretaries/Administrative Professionals Day and Summer School is designed to provide valuable insights and knowledge for Secretaries, Assistants, Receptionists, Executive Assistants, Executive Officers, Personal Assistants, Office Coordinators, Office Managers, Administrative Assistants, Administrative Managers, Business Support Staff and Executive Support Staff from across the nation and beyond.

Premier Organizations...

You Are in Great Company! Some of the brightest and best PAs and Secretaries/Administrative Professionals attend this premium annual event. They are people of power and influence in their profession and organization. They represent an array of industries and both large and small businesses, including attendees from Telone, Allied Timbers, Ministry of ICT, Netone, NSSA, PRAZ, CBZ, Zvimba RDC and many more

Cost of Attending...

Early Bird Rate: (Pay by 25 July)	Regular Rate: (26 July - 29 Aug)	Late Rate: (30 Aug - 10 Sept)
»»US\$ 495.00	»»US\$ 545.00	»»US\$ 595.00

NB: covers; return transport to Harare CBD, lunch, conferencing, activities, certificates and secretary's day gifts.

Discounts...

- ✓ 5% Corporate Discount for 5 or more bookings from the same organization.
- ✓ 10% Membership Discount for students/ members of the Administrative Assistants Academy.

Registration Process...

Pay to our bank account; **(Administrative Assistants Academy, Stanbic Bank (Msasa Branch), USD Account #: 9140006044394)** and confirm by emailing your booking form and proof of payment.

We look forward to welcoming you to the 2025 PAs and Secretaries/Administrative Professionals Day and Summer School!

Yours faithfully

FOR ADMINISTRATIVE ASSISTANTS' ACADEMY



Tafadzwa Mawanga

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1. **Thriving Amidst Change: Strategies for Embracing and Leading Through Transformation**

In today's fast-paced world, change is occurring at an unprecedented rate. Administrative professionals are expected to adapt to evolving leadership, technology, philosophies, and policies while remaining competitive and resilient. This session will provide you with practical strategies to not only navigate but thrive amidst change. Learn how to shift your mindset to view change as an opportunity for growth, adopt flexibility and adaptability, and develop resilience through stress management and coping strategies.

2. **Breaking the Busy Cycle: Strategic Workflows for Productivity without Burnout**

Being busy isn't the same as being productive. This session teaches EAs and administrative professionals how to break free from the endless cycle of busyness by building strategic workflows that simplify your day, reduce stress, and allow you to focus on high-value tasks.

3. **Administrative Team Building: The Key to Success**

Teamwork is essential for administrative success. This session focuses on how to foster collaboration, trust, and effective communication among administrative teams for peak performance. Designed for managers and emerging leaders, this interactive session offers practical tools and insights to transform groups of individuals into highly effective teams.

4. **Gracefully Dealing with Miscommunication and Disrespect**

The cost of miscommunication and disrespect in the workplace is high, often resulting in a loss of credibility, trust, and effectiveness. It's often difficult to get things done, as well as keep your emotions under control when incorrect or even insensitive communication occurs. Learning how to prevent these situations, as well as determining the type of response to offer when they happen, can impact your progress and advancement within your organization, as well as your self-confidence. Join us for this informative and entertaining session, where you will learn simple tools and techniques to prevent and gracefully handle miscommunication and disrespect at work as an admin professional.

5. **Building a Daily Action Plan: Streamline and Showcase Your High-Value Work**

In this session, you'll learn how to create a daily action plan that not only streamlines your day as an EA or administrative professional but also highlights your "invisible work" that executives and senior leadership might otherwise undervalue or overlook. We'll explore how to integrate this action plan into a powerful dashboard, allowing you to manage your time more efficiently, boost the visibility of your work that keeps operations running smoothly, and ensure nothing slips through the cracks.

6. **Strategic Execution: Gaining Control of your Projects, Priorities and Deadlines**

Every day, you are judged by your organizational skills. Your ability to execute plans and complete projects effectively and on time is critical to your success. This important module is about control - learning how to control yourself, your time and your reactions to events beyond your control. You will develop the skills that will help you get the best results in the least amount of time, juggle priorities with greater ease and learn how to bring your boss's big picture thinking back to life. You will acquire the ability to adjust to shifting demands with grace, clarity and professionalism, increasing harmony and your sense of accomplishment.

7. **Behavioral Fluency: Communicating with Tact, Diplomacy and Credibility**

There has never been a time when it is more important to build successful work relationships and interact with others in positive ways to achieve organizational goals. In this module, you will be introduced to the concept of behavioral fluency and discover the competencies critical to solid work relationships and career success. To be a highly effective administrative professional, you must be a strategist, a coach, a diplomat and a politician! You must know how to engage, collaborate with, and lead others. At this important session, you will discover the strengths and weaknesses of your individual behavioral style and learn how to resolve team conflicts using emotionally intelligent approaches.

8. **Memory Skills for Administrative Professionals**

To master your memory is to invite success in your career, in education and in your relationships. A trained memory is an absolute necessity for today's administrative professional. In your work life as well as in your social life, the ability to remember names and faces, verbal instructions, and be able to deliver a speech, conduct a presentation or offer a toast without the need for written notes is of immeasurable importance. At the 52nd Annual Administrative Professionals Course, you will develop these and other essential mnemonic skills.