

NAPASC

National Personal Assistants & Secretaries Convention

PAs & SECRETARIES

WINTER SCHOOL

CARIBBEA BAY RESORT, KARIBA

Conference Theme: "Elevate and Excel: Empowering Administrative Professionals for Success".



24-27 JULY
2024
9AM TO
3.30PM

BANKING DETAILS
National Personal Assistants & Secretaries, Steward Bank, Acc# 1045686481 (FCA)/ 1006978227 (ZiG)

FULLBOARD: ZiG 24 000

Includes transport, accommodation, all meals, activities and presentations.

EVENT TRACKS

The conference tracks encompass a range of topics that address the core skills, professional growth, and specific challenges faced by secretaries and personal assistants.



ESSENTIAL SKILLS FOR PAs AND SECRETARIES

Sessions will cover effective communication, time management, organization strategies, efficient administrative procedures, and proficiency in office technology.



ADVANCED ADMINISTRATIVE TECHNIQUES

Sessions in this track will delve into advanced topics such as project management, multitasking strategies, problem-solving, decision-making, strategic planning, and effective meeting management.



TECHNOLOGY & DIGITAL TOOLS FOR ADMINISTRATIVE EFFICIENCY

Sessions will cover topics such as leveraging digital tools and software, document management, data analytics, cybersecurity best practices, and virtual collaboration.



OWN TRANSPORT
ZiG 20 000



OWN ACCOMMODATION
ZiG 10 000



CONFERENCE FEES
ZiG 7 000



ACTIVITY ONE
BOATCRUISE



ACTIVITY TWO
GAME DRIVE



ACTIVITY 3
COCKTAIL PARTY



CARIBBEA BAY RESORT HOTEL
KARIBA, ZIMBABWE



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