![Basitsana Training Consultants logo]

BASITSANA
Training Consultants

AFRICA SECRETARIES LATEST TRENDS & AI INTEGRATION SUMMIT

Overview

Ignite your career as a cutting-edge secretary or administrative professional with our AI-powered Summit

Stay ahead in the modern workplace by mastering cutting-edge tools and techniques. From digital integration to virtual collaboration, we'll equip you with the skills to excel. Boost efficiency, communication, and decision-making using AI tools and automation. Discover work-life balance, wellness, and building an impactful online presence. Join us to unlock success in administration's dynamic world.

Who should attend?

This summit is ideal for secretaries, Personal assistants, administrative professionals, and anyone in similar roles who are looking to stay updated with the latest trends and integrate AI technologies into their work. It is beneficial for individuals who want to enhance their skills, adapt to changing workplace dynamics, and leverage technology to excel in their roles. Whether you are new to the field or a seasoned professional, this summit will provide valuable insights and practical knowledge to boost your effectiveness and career prospects.

Summit Objectives

By the end of the Summit, participants will be able to:

- Understand the changing role of secretaries/administrative professionals in the modern workplace
- Gain knowledge of the latest technological trends and their impact on secretarial work
- Develop essential skills for success in the role, including communication and time management
- Embrace virtual work and remote collaboration best practices
- Promote workplace wellness and self-care strategies
- Leverage social media platforms for networking and personal branding
- Recognize and foster diversity and inclusivity in the workplace
- Explore AI in administrative tasks and workflows

Summit Outline

Introduction to Africa Secretary's summit and its significance

- Understanding the evolving role of secretaries/administrative professionals
- Exploring the impact of technological advancements and AI in the workplace

Technological Advancements Impacting Secretarial Work

- Overview of the latest technological trends in the workplace
- Integration of digital tools and software for increased efficiency
- Enhancing communication and collaboration through digital platforms

Developing Essential Skills for Today's Secretaries and Administrative Professionals

- Effective communication and interpersonal skills
- Time management and organization techniques
- Problem-solving and decision-making abilities
- Multitasking and prioritization skills
- Emotional intelligence and relationship building

Embracing Virtual Work and Remote Collaboration

- Transitioning to remote work environments
- Best practices for virtual meetings and communication
- Utilizing productivity and project management tools for remote collaboration

Workplace Wellness and Self-Care for Secretaries/Administrative Professionals

- Recognizing the importance of self-care in a demanding role
- Strategies for managing stress and avoiding burnout.
- Promoting work-life balance and mental well-being

Leveraging social media and Online Presence

- Utilizing social media platforms for professional networking
- Building an online presence to enhance visibility and career prospects.
- Managing personal and professional branding

Recognizing and Leveraging Diversity in the Workplace

- Valuing diversity and inclusivity in the workplace
- Cultivating cultural competence and empathy
- Strategies for creating an inclusive work environment.

AI Introduction and its Applications in the Workplace

- Definition and basic concepts of AI
- Applications of AI in various industries, including administrative tasks
- Impact of AI on secretarial work and workflows

AI Tools and Automation for Secretaries/Administrative Professionals

- AI-powered virtual assistants and chatbots for administrative support
- Automation of repetitive tasks through AI algorithms
- Streamlining document management and data analysis with AI

Ethical Considerations in AI Implementation

- Understanding biases and fairness in AI algorithms
- Privacy and data protection in AI applications
- Responsible AI usage and avoiding negative consequences.

Conclusion and Wrap-Up

- Recap of key trends, skills, and AI topics discussed.
- Importance of ongoing learning and professional growth
- Encouragement to embrace change, adapt to the evolving role, and leverage AI effectively.

REGISTRATION FORM (KELVIN)

Endorsed by the Association of Office Professionals of South Africa (OPSA) for 3 CPD points (registration number CPD2024/122)

DELEGATE FEE:R17,999 + VAT
26-28 JUNE 2024
INDABA HOTEL FOURWAYS JHB

AUTHORIZATION AND COMPANY DETAILS

THE SIGNATORY MUST BE AUTHORISED 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: _____
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NAME : _____
DESIGNATION : _____
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DATE : _____

SIGNATURE : _____

ACCOUNTS CONTACT PERSON

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BANKING DETAILS

BASITSANA PTY LTD
BANK : STANDARD BANK
ACC NO : 220084238
BRANCH : SANDTON CITY

TERMS AND 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% of registration fee, plus R700 (+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.