

The Modern Executive Personal Assistants & Secretaries Forum

Learning business management
skills to enhance productivity
and efficiency while maintaining
professionalism



With the pleasure of having
Suezette Smit, founder and
Managing Director of **Performance
Development Interactive**, an
International Skills Development
Company

DATE:

13th – 15th May, 2015

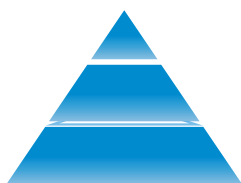
VENUE:

**SAROVA WHITESANDS
BEACH RESORT & SPA
MOMBASA, KENYA**

**ALL DELEGATES WILL
GET FREE TABLE PC
BOOK & PAY NOW!**



Event Providers & Host



A.B.M.C INTERNATIONAL LTD

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MOMBASA, KENYA

WHY THIS COURSE AND NOT ANY OTHER EXECUTIVE PA COURSE?

Gain practical insights into:

- » The modern day business strategies and their approach as a modern PA.
- » Application of various business theories as an Executive Assistant and in work place
- » Application of social media in a business approach and personal development
- » How to design, build and run a detailed project plan - from start to finish – Large Event Management
- » Improving writing skills to compose powerful professional documents that get attention and prompt action
- » Why PA's need to embrace the power of Technology
- » Master Class on Leadership Skills Development

Our training courses include the following benefits:

- » Pre-course questionnaires to identify your specific training needs
- » An in-depth tailored program to address market concerns
- » Diverse, real-life case studies
- » The highest standard of dynamic trainers with cross industry experience
- » Comprehensive and detailed course documentation
- » Interactive discussions and breakaway sessions
- » Practical exercises

Discount Booking Offers:

Option 1. EARLY BIRD BOOKING:

- Book Before 28th February & Save USD 300 = Pay USD 790

- Book Before 31st March & Save USD 20 = Pay USD 690

Option 2. BLOCK BOOKING:

- Book 3 Delegates and Above & Pay Each USD 690

Other Logistics:

USD 300 per person full accommodation for the 3 days event.

Who should attend?

- » Personal Assistants
- » Executive Assistants
- » Senior and Junior Secretaries
- » Group Secretaries
- » Office Managers
- » Coordinators and Administrators
- » Clerks

ABOUT THE COURSE

The roles of executive and personal assistants have changed dramatically over the years. Advanced skills are required to assist with increased responsibilities, day-to-day demands and the need to promote a professional image in order to support and stand in for the key decision makers within the organization. Executive and personal assistants need to ensure that they have the skills and the talent to match the evolving needs of their managers and organization.

This two day interactive workshop has been designed very specifically for personal and executive assistants and serves as a step-by-step guideline towards improving your skills that you require to meet the challenges of today's business environment. Throughout the workshop, many examples of case studies will be woven into the discussion and these, together with the hands-on training style of your workshop facilitator, promise to make the workshop a valuable and a realistic learning experience for each delegate.

This is one training opportunity that you definitely won't want to miss!

Biography and Testimonials for Suezette Smit



Suezette Smit is the founder and Managing Director of Performance Development Interactive, an International Skills Development Company, formed in 2002.

She is one of the most sought-after speakers and more than 10 000 people from over 100 countries attended her seminars, training programmes and speaking engagements.

Her professional appearances include countries such as the U.A.E., Qatar, U.S.A, China, Thailand, Malaysia, Singapore, Vietnam, Hong Kong, New Zealand, Australia, Africa, Namibia and her home country South Africa.

As a Philanthropist her past highlights and achievements flamed her dream to reach out to individuals in every walk of life, especially those who are 'handicapped' with a negative physiology, enforced upon them through difficult circumstances and life experiences. This gave her the unique opportunity to identify patterns and model the underlying strategies generating consistent results.

She is not only a course developer but also an author who has contributed to various local and international business magazines. Her book "Step UP, Excellence in Leadership Mastery" will be published in 2015. She became the editor of PDI's Weekly Motivations, a weekly e-zine newsletter with almost 8000 subscribers around the globe.

Suezette is also a qualified Firewalk Master and is licensed with the IP INSTITUT FÜR PERSONLICHKEITSENTWICKLUNG of Switzerland and regularly appears as motivational and inspirational speaker.

In 2011 she and her team summited the Highest Free Standing Mountain in the World, Mount Kilimanjaro in their quest to support those who suffer from this disease as Suezette has lost her father to Bone Marrow Cancer and pledged to support all Cancer patients.

Her personal motto statement for 2015 is:
"Don't wish for it Work for it"

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VENUE: SERENA HOTEL
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Program

Start Time	Topic	Duration
	Day 11th,12th,13th Monday - Wednesday	
09.00	Introduction & course objectives	30 minutes
09.30	The Modern Day Assistant as a strategic business partner including The role past, present and future, Maslow's Theory, Personal Development – how and why it's personal, Star Exercise, Addams Theory, Resources for Personal Development, Creating a Personal Development plan	1hr
10.30	Communication including Belbin psychometric testing, body language & voice, VAKOG, listening skills, different work styles, Taking control without taking over, emotional intelligence, Tuckman's theory, ongoing communication with your Executive	1hr
11.30	Break	30 minutes
12.00	Communication continued	1 hr
13.00	Lunch	1 hr
14.00	Building a Powerful Business Partnership with your Executive including developing the partnership, setting the ground rules, communication, adapting to style & maintaining a great partnership	1 hr
15.00	Break	30 minutes
15.30	Building a Powerful Business Partnership with your Executive continued	1.5 hrs
17.00	Finish	
	Day 2 Thursday, 14th May 2015	
09.00	Productivity including setting boundaries, email, diary management, the myth of multitasking, procrastination & time management	2 hrs
11.00	Break	30 minutes
11.30	Practical Session: Decision Making & Problem solving	1 hr
12.30	Lunch	1 hr
13.30	Practical Session: Introduction to Project Management	1.5 hrs
15.00	Break	30 minutes
15.30	Project Management continued	30 minutes
16.00	Networking and Social Media – face to face and online	1 hr
17.00	Close	
	Day 3 Friday, 15th May 2015	
09.00	Managing more than one Executive	1 hr
10.00	Keeping out of overwhelm - stress management and work:life balance	1 hr
11.00	Break	30 minutes
11.30	Collaboration – how an Assistant can lead your whole team to victory	1 hr
13.00	Close	

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REGISTRATION FORM / CONTRACT BOOKING FORM

Thank you for your interest in the conference; To register, please provide the following information and
Send this form to Email: info@aafm.rw

1. Dr. /Mr. /Mrs. /Miss:

Cell No.

Position:

Email:

2. Dr. /Mr. /Mrs. /Miss:

Cell No.

Position:

Email:

3. Dr. /Mr. /Mrs. /Miss:

Cell No.

Position:

Email:

COURSE FEE

TAKE ADVANTAGE OF OUR EARLY BIRD BOOKING DISCOUNT

This Fee covers for the tuition fee, course material, Certificate of attendance and Daytime Meals during all the days of the course.

VENUE: MOMBASA – WHITESANDS BEACH, RESORT & SPA HOTEL

EVENT DATES: 13TH – 15TH MAY 2015

BEFORE 31ST MAR 2015 = USD 790

BLOCK BOOKING 3 DELEGATES & ABOVE = USD 690 AFTER 31ST MAR 2015 = USD 990

All prices are per delegate and excluding VAT & Accommodation fees

Authorization

Signatory must be authorized to sign on behalf of contracting organization, any cancellation should be done in writing 30 days before the training dates there after 100% course fee will be charged, a substitute will be accepted.

This booking is invalid without a signature.

Name:

EMAIL:

Organization:

Telephone:

Facsimile:

Physical Address:

Postal Address:

Code:

SIGNATURE:

REGISTRATION DATE: ____/____/____