

BRAND NEW
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Africa Empowerment Symposium

For Executive Secretaries, PA's & Office Admin

Dates and Venue

✚ DURBAN	: 17 - 21 January 2022, Bluewaters HOTEL
✚ PRETORIA	: 14 - 18 February 2022, Manhattan Hotel
✚ CAPE TOWN	: 28 March - 1 April 2022, V & A Water Front
✚ JOHANNESBURG	: 02 - 06 May 2022, Apollo Hotel
✚ GABORONE	: 06 - 10 June 2022, Avani Hotel - Botswana

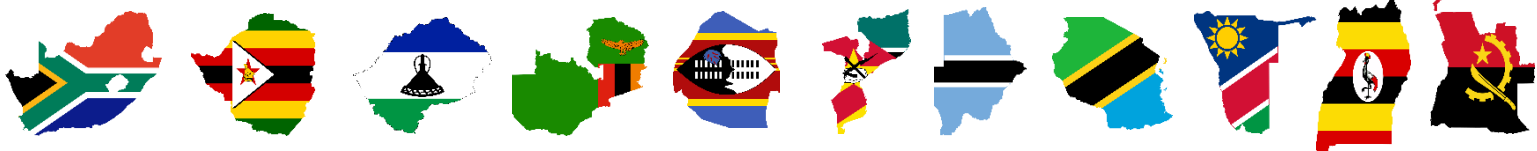
Why Attend

The Africa Empowerment Symposium has been tailor made to Empower Executive PA's, Senior Secretaries and Office Administrators across the continent.

The Symposium comes after a year of research that was conducted by Prestige-int and Advisors from different institution to find out what can be done to make a secretaries personal and professional life better

This research led to the conclusion that a lot of secretaries need to be taught on building strategic partnership with their executives, having the confidence to blend in with executives at all levels and know how to develop perfect relationships with their bosses and while life is a Risk some of the Office administrators are scared to take risks that would change the direction of their career path and improve their lives, hence this conference teaches them about risk taking, dealing with Criticism, Setting boundaries, dealing with their personal finances and many more

A Vote of thanks to the following Countries for their Support and Making Prestige-int Training a Success



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A Vote of thanks to our Esteemed Clients for Making 2021 a success

Dear Client,

Thank you for your continued support and for the confidence that you have placed in us. We would like to assure you that we do not take this confidence for granted.

At Prestige-int Training, we work as one team with a common purpose – to provide high class service to our customers. Our philosophy has always centered on our belief that customers should be treated with respect and dignity. Thus, we endeavor to fulfill all our clients need as a core practice in everything we do – from the way we conduct our business and interact with customers to the products and services we offer.

In 2021 there are some very few Instances that went beyond our control and we could not fulfill our goal and values to our clients. As Prestige-int Training We learnt something from the incidents that occurred and we apologise to our clients that experienced those moments and we assure you that we will by all means fight to deliver our high class customer service at all cost.

We hope that you found the conference informative and worthwhile. The primary goal of this conference was to bring together all professionals as well as friends and partners from around Africa in an open dialogue, under one roof to discuss the issues facing office Administrators and to develop possible strategies as to how the administrators can become aware and more empowered in both their personal and Professional life.

Yours in service
Prestige-int Training Management

Insights on Few included Modules



Module 1. Working with your Boss and Executive Teams

This Session is an advanced session Training which focuses on how you can Strategically Partner with your Boss, be able to mingle with the Executive teams with confidence and develop good relations no matter how difficult your boss is

Module 2 Risk Taking Skills For Executive PA's & Senior Secretaries,

This Session was developed from a one year Survey conducted by Jonels Training and Partnered



companies that looked at how are the lives of PA's & and what makes a lot of them fail to make life changing decisions to change their lives for good. It was found that despite having been exposed to so many opportunities and met people that would change their lives. Some of the office administrators are scared to take these risks. In this session they will learn to take risks like Entrepreneur's do to develop their lives.



Module 3: Setting Healthy Boundaries at Work

Setting up health boundaries at work can be tough sometimes, this session empowers every office admin on how to build good fences that makes good neighbour's at work

Module 4: The Perfectionist's PA

Every person has their own values, personality and outlook that makes them come out as perfect in their own way of doing things. In most cases these standards makes other people uncomfortable to deal with you because of how outstanding you are. in this session you will learn about how to deal with criticism, making most of your mistakes and understanding your own perfection styles and how you can accommodate other people to understand you.

Module 5: PERSONAL FINANCIAL MANAGEMENT for Office Administrators

Presented by a professional financial consultant, this session teaches you all about money to make your income more sustainable and gain the finance freedom.



You will learn how to do effective finance planning and budgeting, and when things are not adding up financially you will learn how and when to decide you need to get a loan. Secondly life is a success when you thinking of buying a car or property but have no idea this session will teach you how to make your dreams come true and be able to manage the car & bond payment. Lastly it will look at investing & planning for your retirement

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Symposium Agenda & Timings

DAY ONE	
08:00-08:30	Registration
08:30-10:00	BUILDING A STRATEGIC PARTNERSHIP WITH YOUR EXECUTIVE
	<ul style="list-style-type: none"> • The EA's role as a strategic business partner • Discovering your Executive's daily priorities without being told • Applying forward thinking in your strategic partnership • Self---leadership: an attitude for partnership success
10:00-10:30	Tea Break
10:30-12:30	BLENDING IN WITH THE EXECUTIVE TEAM
	<ul style="list-style-type: none"> • •The skill---set of the world---class Chief Executive Assistant • •Blending in by improving your leverage in the organization • •Working with individual work styles • •Managing multiple managers: prioritizing demands on your time
12:30-13:30	Lunch and Networking
13:30-1500	Developing the perfect working relationship with your Boss
	<p>This Session is a Continuation from the 2017 Successful techniques of Managing your Managing, it focuses on the latest trends that we need to establish a good relation with any boss despite the working challenges</p> <p>Understanding your boss</p> <ul style="list-style-type: none"> • What does the boss actually do? • What sort of boss have you got? • What are your boss's strengths and weaknesses? • How does your boss communicate? • What motivates your boss? • What stresses your boss? • What pressures is your boss under? • Building the picture <p>Work stress and how your boss can add to it Create the perfect relationship with your boss How to cope with emotions</p> <ul style="list-style-type: none"> • Your emotions • The boss's emotions
15: 00	Summary and End of Day 1
DAY TWO	
08:00-08:30	Registration
08:30-10:00	Risk Taking Skills For Executive PA's & Senior Secretaries,
	<p>How Entrepreneurs Take Risks, Make Decisions—and How You Can, Too</p> <ul style="list-style-type: none"> • Developing the Correct Frame of Mind • Entrepreneurship Is a Career • Successful Entrepreneurs Are Just like You • There Are No Secrets to Success
10:00-10:30	Tea Break
10:30-12:30	Risk Taking Skills For Executive PA's & Senior Secretaries, Part 2
	<ul style="list-style-type: none"> • Luck Is Part of the Equation • Never Reach for a Gallon When You Only Need a Quart • It Shouldn't Only Be About Money • Embrace Fear
12:00-13:30	Lunch and Networking
13:30-14:30	Risking and Decisions making
	<ul style="list-style-type: none"> • Don't Spend a Dollar When a Dime Will Do • Always Tap a Bridge Before Crossing • Only Fools Fly Without a Net • Connect but Protect
13:30-15:00	Setting Healthy Boundaries at Work
	<p>Drawing lines and letting everyone know where they need to end</p> <ul style="list-style-type: none"> • Defenses versus Boundaries • Setting Boundaries on Defensiveness • Your Physical Boundaries

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Symposium Agenda & Timings Continuation

13:30-15:00	Setting Healthy Boundaries at Work
	<ul style="list-style-type: none"> Your Emotional Boundaries Friendship Boundaries Anger Boundaries Intimacy Boundaries Gossip Gossip Gossip (or Triangulation) Setting Limits on Attack Boundary Violations Making Amends
15:00	Summary and End of Day 2
DAY THREE	
08:00-08:30	Registration
08:30-10:00	The Perfectionist's PA
	Dealing With Criticism and Making Most of your Mistakes
	Understanding Your Perfectionism <ul style="list-style-type: none"> Definitions and Types of Perfectionism Building Your Perfectionism Profile Insight Doesn't Always Lead to Change
10:00-10:30	Tea Break
10:30-12:30	Maximizing Healthy Perfectionism
	<ul style="list-style-type: none"> Maximizing Healthy Perfectionism Wanting Things to Be Perfect May Not Be the Problem The Lesson of Diminishing Returns: Learn to Analyse Your Effort Translating Mistakes into Strategic Experimentation An Unexamined Life: Focus on Your Top 10 List Even Jesus Needed Disciples: The Value of Others All Work and No Play: Why It's Important to Refuel and Refresh
12:30-13:30	Lunch and Networking
13:30-14:30	The Body Language of Liars
	<p>As office Administrators we meet a lot of people as our customers, from our Bosses, Colleagues and the External customers that we attend to. The Challenging question we ask ourselves is whether the person is telling the truth or they are lying to us, in this Session we explore how to become a lie detector.</p> <p>Part I: Encountering the Liar: Who Lies, and Why?</p> <ul style="list-style-type: none"> What is a Lie? The Price of a Lie The Evolution of a Liar:
14:30-15:00	Part II: Human Lie Detection
	<p>The Body Language of a Liar</p> <ul style="list-style-type: none"> This session contains pictures that will be shown to show How liars can be spotted through body language. Know when the person is getting information from you Guessing if the person is as interested as they look, know how to tell
15:00	Summary and End of Day 3
DAY FOUR	
08:00- 08:00	Registration
08:30-10:00	PERSONAL FINANCIAL MANAGEMENT For Office Administrators
	<p>This Sessions includes everything you must know as an Office Administrator to empower yourself financially and work for results. Problem Analysis Supplementary Tools</p> <p>PART A GETTING STARTED</p> <ul style="list-style-type: none"> Financial planning Financial goals. Financial life cycle. Financial planning process. Financial advisers. Financial Services Reform Act. Cash management Spending money. Saving money. Budgeting. Cash management services. <p>PART B BORROWING AND CREDIT</p> <ul style="list-style-type: none"> Borrowing basics Deciding to borrow. Consumer credit Credit card. Store charge account. Time payment and deferred payment. Personal loan. Finance for cars and homes

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Symposium Agenda & Timings Continuation

10:00-10:30	Tea Break
10:30-12:30	PART C INSURANCE
	<ul style="list-style-type: none"> • Insurance principles • Property and liability insurance <p>PART D INVESTING 131</p> <ul style="list-style-type: none"> • Investing fundamentals • Investing in the stock market • 11 Investing in residential property
12:30-13:30	Lunch and Networking
13:30-15:00	PART E TAXATION
	<ul style="list-style-type: none"> • The taxation system • Taxation planning <p>PART F RETIREMENT PLANNING</p> <ul style="list-style-type: none"> • Essentials of superannuation • Superannuation planning
15:00	End of Day 4
DAY FIVE	
08:00-08:30	Registration
09:30-10:00	Delegates Feedback and Open Discussions
10:00-10:30	Tea Break
10:30-12:30	Networking, Certificate Presentation, Conclusion and End of Conference
12:00-13:30	Lunch
13:30-14:00	Vote of thanks from Prestige-int Training and delegates departure

WHY CHOOSE PRESTIGE-INT TRAINING

Quality training with competitive pricing – helping you achieve results within your budget

A local trainer to you – we have full Africa coverage with more than 250 facilitators, reducing costs and financial impact

Excellent reputation – with genuine client testimonials rating us 99.7% out of 100%

Top-rated training service provider – All the clients that do business with us for the first time our relationship becomes

Forever due to our excellent professional services

Proven expertise – helping you achieve a perfect solution in the format, style and time you need

Consultative approach – we take time to understand your business and real needs

Training partnership – always with the long term in mind, seeking to add value to our clients

Broad range of services – for employees and managers at all levels:

- ✚ In-house and open training programmers
- ✚ Performance coaching
- ✚ Team building
- ✚ Deliver training in a fun, interactive and engaging way – to help achieve the skills, confidence and behavioral change needed
- ✚ Innovation and creativity – in our training materials and methodologies



Don't Miss Out on this Exciting Conference