

# 2016 Administrative PROFESSIONALS Conference



**T**he APS-16 Administrative Professionals Conference is packaged to provide fresh and new ways of excelling in administrative, technical and interpersonal skills in our fast paced changing work environment that is technologically driven amid multicultural and multigenerational workforce.

You are invited to experience the uniqueness of highly dynamic and engaging presentations by world class professionals with the opportunity to network with distinguished co-participants drawn from across sectors. The package will be enriched with Plenary Session, Panel Discussions, Team Building/Network Session, Workshops, Tours, Sightseeing and Fun.

## *Sub-theme:*

1. Understanding the New Work Environment.
2. Emotional Intelligence in the New Work Environment.
3. Understanding the Cross-cultural and Multi-generational Work Force.
4. New Technologies for Modern Offices and Personal Effectiveness.
5. Strategies for Managing Conflicts Effectively.
6. Effective Presentation Skills.
7. Effective Writing and Presentation Skills.
8. Time Management and Personal Effectiveness.
9. Managing your Boss – Strategies that work.



### *Benefits of Attending*

1. Networking opportunities with experts across sectors.
2. A chance to present your papers and have it published in Professional Journals.
3. Listen to keynote presentations from real Professionals and Industry Captains.
4. Award of Advanced Executive Diploma in Management Systems.
5. Custom Award plaque commemoration your participation.

### *Social Events*

- Networking, Dinner and Games
- Tour of Johannesburg City Landmarks

### *Participation Fee:*

N200,000.00 Per Participant  
Fee covers tuition, conference materials, stationeries, tea/coffee breaks, lunch, mid day snacks, certificate of participation, custom award plaque.

### *Accommodation*

**N20,000.00** approximately per night.  
(Bed and Breakfast). There is provision for pairing. Payment is made on arrival at Johannesburg.

## **2016 SA VISA** *— Requirements —*

1. Valid International Passport.
2. One Passport Sized Photograph  
(45 x 35mm with White Background)
3. Previous International Passport (If any)
4. Evidence of Current Employment (Letter on Employer's Letter Headed Paper showing you are in their Employment and, permission to attend the course.)
5. Applicant's Six Months Accounts Statement from the Bank.
6. Visa Processing Fee of N50,000.00
7. Completed Visa Application Form.
8. New Yellow Vaccine Card can be obtained from Ministry of Health.

*The Institute will provide the following documents to support your visa application.*

9. Evidence of Hotel Reservation.
10. Travel Booking Confirmation (Can be E-mail or Copy of Tickets).
11. Evidence of Registration for the Seminar
12. Photocopy of All Attached Documents.

### *Bank Details*

**Bank:** Access Bank  
**Account No:** 0038432932  
**Account Name:** Institute of Corporate Administration