



**PAN
AFRICAN**

Learning and Growth Network

DIGITAL EFFICIENCY FOR ADMINISTRATIVE & EXECUTIVE SUPPORT EXCELLENCE

Become a game-changing
executive support professional
in the digital age



**KALIPANO
HOTEL**
DOWA, MALAWI.

27-31
JANUARY 2025

FROM
8:00
TILL 4PM

REGISTRATION FEES
MK1,850,000
IEA MEMBER

MK2,000,000
NON IEA MEMBER

FEES INCLUDE DELEGATE LAPTOP
FEES EXCL. VAT

BE IN TOUCH

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Keeping pace with technological advancements is not just about staying relevant, but about enhancing efficiency and assuming strategic roles within the organization.

INTRODUCTION

Regular training in digital skills promotes adaptability and resilience, making you an indispensable asset in any evolving workplace environment. Our course, Digital Efficiency for Administrative and Executive Support Excellence, is designed to enable executive assistants and administrative professionals to advance their tech skills, enhance their time management practices, and become digital explorers.

WHAT SETS THIS COURSE APART?

Training for Executive Assistants + Administrative Professionals

Learning with Digital Experts

Digital transformation thought leaders and professional experts with more than 15 years in the tech space will take you through this course.

Tailor-Made Courses

Curriculum curated for the modern administrative and executive support professional, combining fun, practicality, and relevance.

Instant TQ* Assessment

Understand your Technological Quotient with our Quotient Assessment Tool.

Consistent Guidance

Benefit from the same expert trainers throughout the course for a consistent teaching style and personalized learning.

Beyond Tips

Transform into a confident 'Digital Explorer' with examples that resonate and improve digital expertise.

Surprises that Impress

Experience 'WOW' moments in a journey to expand your digital expertise.³

WHO SHOULD ATTEND?

All executive level assistants, secretaries, office managers, virtual team, administrative, management and executive support professionals and all professionals that wish to become proficient in tech.

COURSE OVERVIEW

Session Overviews + What You Will Learn

Get Control of Email and Outlook

Manage e-communication and Outlook calendars efficiently.

Get Control of Excel

Enhance skills in Excel with advanced features and formulas.

Get Control of Microsoft Teams

Operate Microsoft Teams proficiently with tech skills.

Get Control of AI

Master cutting-edge AI technologies, like ChatGPT, Gemini, and Microsoft Co-Pilot.

Get Organized: Bring Order to Your Digital Office

Organize digital files, tasks, links, documents, emails, and more.

Get Control of Your Smartphone and Outlook App

Manage email, tasks, and meetings effectively on your smartphone.

Add-On Course: Get Control: of Microsoft OneNote App *(optional online module)*

Organize and manage notes using Microsoft OneNote

WHY INVEST IN YOUR ADMINISTRATIVE AND EXECUTIVE SUPPORT PROFESSIONALS?

Empowering Your Team for Organizational Success

Investing in the 'Digital Efficiency for Administrative and Executive Support Excellence' course for your administrative, management and executive support professionals is not just an investment in their personal development; it's a strategic decision that benefits your leadership, the assistant, and the entire organization.

FOR THE ADMIN PROFESSIONAL OR EXECUTIVE ASSISTANT

Skill Enhancement

Equip your Admin Professional or Executive Assistant with advanced digital skills, making them more efficient and effective in their role.

Confidence and Morale Boost

Training opportunities demonstrate your trust and commitment to their growth, leading to increased job satisfaction and loyalty.

Adaptability

As they learn to navigate new technologies, assistants become more adaptable, ready to handle future challenges and changes in the workplace.

FOR THE LEADER

Increased Productivity

A well-trained executive support professionals means streamlined workflows, better time management, and more efficient handling of tasks.

Strategic Support

Executive Support Professionals with advanced digital skills can take on more complex tasks, allowing leaders to focus on strategic decision-making.

Enhanced Communication

Improved digital communication skills lead to clearer, more effective exchanges between you and your executive support assistant.

FOR THE ORGANIZATION

Cultural Transformation

Investing in employee development fosters a culture of continuous learning and innovation.

Operational Efficiency

Skilled administrative, management and executive support professionals contribute to smoother operations, better project management, and reduced errors.

Future-Readiness

As the business landscape evolves, having a team proficient in the latest digital tools ensures your organization stays competitive and agile.

IN CONCLUSION

Investing in your assistant's development through the 'Digital Efficiency for Administrative and Executive Support Excellence' course is a forward-thinking move. It's about building a resilient, skilled team that drives your organization's success in an increasingly digital world.

REGISTRATION PROCESS

Ready to enhance your digital skills? Enroll in Digital Efficiency for Administrative and Executive Support Excellence Course today and stay ahead in the fast-paced world of administration, management and executive support.

PRICE

MK1,350,000 PP -
IEA Members

PRICE

MK1,500,000 PP -
Non IEA Members

Payment Includes

- Lunch, Morning and afternoon refreshments
- Access to 6 Sessions
- TQ Assessment
- Handouts
- Files for Hands-on Learning
- Real-world Situations
- Certificate of Completion

Payment Excludes

- Dinner and Accommodation

Special Note

A 10% discount is available for groups of 5 or more. Space is limited to a maximum of 24 delegates per cohort. Training can be offered in-house for a minimum number of 8 delegates

CONTACT US

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