

High Performing Administrative and Executive Support Professionals 11th Annual Conference (HPESPC)
Future of Professional Executive Support: Skills. Strategy. Success.

Positioning executive support and administrative professionals as strategic partners in leadership and change.

The 11th Annual Executive Support Professionals & Professional Administrators Conference is Malawi's premier gathering dedicated to strengthening the capacity, influence, and leadership of executive support and administrative professionals. This event brings together executive assistants, personal assistants, office managers, professional administrators, and organizational support professionals from across sectors to share knowledge, build strategic skills, and celebrate excellence.

Over three dynamic days, attendees will engage with expert speakers, participate in interactive sessions, and join peer discussions designed to elevate their strategic impact in the workplace.

Objectives of the Conference

- Equip professionals with leading-edge administrative and leadership skills
- Foster a network of influential professionals across Malawi and beyond
- Promote innovation, digital literacy, and strategic thinking
- Strengthen professional identity and value proposition
- Inspire career progression, resilience, and work-life excellence
- Strengthen leadership and strategic skills
- Build professional confidence and visibility
- Network with peers and leaders
- Enhance career growth pathways

Who Should Attend

- Executive Assistants
- Personal Assistants
- Office Managers
- Administrative Officers
- Secretaries
- Public and Private Sector Administrators

Conference Features

- Keynotes from industry or government leaders
- Panel discussions
- Motivational and Inspirational talks
- Interactive workshops (digital skills, strategic planning, communication)
- Peer mentoring circles
- Case study showcases from Malawi institutions

Conference Topics and Discussion Areas:

- Keynote: The Value of Us: Why Leadership Matters
- Reframing Ingrained and Enmeshed Leadership Paradigms
- Developing a Strategic Mindset - Strategic Thinking for Executive Support Professionals (Breakout session)
- Leadership and Strategic Influence: Leading from behind the scenes: influence without authority
- Professional Skills and Core Competencies: Problem-solving for complex administrative challenges
- Digital Productivity and Technology: Cybersecurity essentials for executive support and administrative professionals
- Emotional Intelligence and Interpersonal Skills: Conflict resolution and diplomacy
- Career Growth and Professional Development: Branding your professional identity
- Well-Being, Balance and Resilience: Healthy habits for sustained performance (Panel Discussion)
- Innovation and Future of Work: Trends shaping executive support roles (AI, analytics, automation)
- Gender equity in the administrative profession and supporting leadership in African organizational cultures (Panel Discussion)
- Executive Presence: Building Confidence and Influence as a Leader **(Panel Discussion)**
- How Did We Get Here? **Inspirational Stories from Participants**

Prices Include:

- Conference Materials
- Lunch and Refreshments during Conference
- Delegate Laptop or Tablet
- Access to Learning Resources

Prices Exclude:

- VAT
- Dinner and Accommodation.