

High Performing Executive Support and Administrative Professionals Conference (HPESPC)

Elevating Leadership

Radisson Blu Hotel, Lusaka - Zambia

See what awaits you at the 2026 High Performing Executive Support and Professional Administrators Conference- where innovation meets inspiration, and executive support and administrative professionals transform their careers. Discover cutting-edge insights, connect with industry leaders, and unlock your next level of professional excellence.

The Conference Experience

Our Invitation to Elevate Leadership: In Ourselves, In Others, In Our Organizations, In Our Institute, In Our Profession Leadership. A Word Used Often in Business but has Become Synonymous with Titles, Roles, And Corporate Ladders. However, Leadership is Available to Us All and Transforms What We Do into How and Why We Do It. Leadership Competencies Give Us Essential Insight into All Aspects of Our Lives, From Tasks, To Technology, To People Interactions; Insight That Can Transform Us into The Confident, Equipped, Knowledgeable, Capable Professionals We Aspire to Be.

Through High Performing Executive Support and Professional Administrators Conference under the **Theme: Elevating Leadership**, it is our hope that by the end of this Conference you will have learnt valuable Executive, Management and Administrative skills like Self-Awareness, AI, Technology, Project Management, Strategic Mindset, and More; All through the Lens of Leadership.

Conference Features the Following Highlights

- Tech Bar and Forum
- AI Deep Dives
- Relevant And Interactive Learning Workshops
- LinkedIn Profile Makeovers
- Coaching Moments
- Mental Health and Wellness Booths
- Peer Knowledge Sharing
- Networking Cocktail
- Outdoor Activities and Team Building Sessions
- Dream and Develop Opportunities (Goal Setting)

Tech, Mentorship, Mental Health and Wellness Booths will be open throughout the conference day 3 for all the Support you may Need: Consultants and Specialists will be available on Call

Schedule of Events

Pre Event Program

Day One

- **Meet and Greet:** Community and Connection Event - Enjoy an Appetizer and Beverage as you Connect with your Peers and Colleagues! Community Conversation with Conference Speakers and Organizing Committee
- **Motivational Talk:** Staying in the Game

Day Two

Pre Conference Workshops

- **Workshop 1:** Understanding AI, Practical Usage of AI for Administrative Professionals and Ethics for AI Usage
- **Workshop 2:** Personal Finance Planning and Goal Setting

Day Three and Four

Conference Agenda

- Principled Centered Leadership (Building self and systems for sustainable impact: Disciplines of Execution (Practical methodology to thrive in a competitive Climate)
- Mental Health and Wellness Session **and/or** Outdoor Team Building Activities
- Self-Awareness as Your Superpower: Emotional and Social Intelligence (EQ&SQ)
- Project Leadership for Executive Support and Administrative Professionals
- Digital Transformation: Leveraging Technology for Leadership and Innovation
- Executive Presence: Building Confidence and Influence as a Leader (**Panel Discussion**)
- How Did We Get Here? **Inspirational Stories from Participants**
- Reframing Ingrained and Enmeshed Leadership Paradigms: Leadership Vignettes: Leadership in Action
- **RoundTable Discussions:** Tip Sharing on How to Showcase Your Value to Your Organization: We Thrive as Professionals When We're Given Tools, Resources, And Opportunities to Succeed. Connect With Your Peers and Colleagues and Discuss Ways to Advocate for Yourself, Whether It's a New Opportunity, Expanded Role, Professional Development Dollars, Salary Increase, Or Access!

Prices Include:

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

- ½ Day Tour to Tourist Attraction Sites
- Airport Pickup and Drop off for International Delegates

Prices Exclude:

- VAT
- Dinner and Accommodation.