

HPESPC

# The High Performing Executive Support and Professional Administrators 11<sup>th</sup> Annual Conference

**Theme:** Empowering Executive Support Professionals  
to Lead with Excellence, Influence and Strategic Impact



**27-30 OCTOBER 2026**



#### REGISTRATION FEES

**MWK 2,100,000** (Non-IEA Members)

**MWK 1,995,000** (IEA Members)

VAT Exclusive

**Registration Closes on**  
30 September 2026

#### Fees Include

- Conference Materials
- Lunch and Refreshments
- Welcome Cocktail on 27<sup>th</sup> Oct
- Delegate Tablet
- Access to Learning Resources

#### Fees Exclude

- VAT
- Dinner and Accommodation

#### CONTACTS

Email: [admin@palgnet.com](mailto:admin@palgnet.com)

Tel: +265 983 441 089 | +265 983 441 092

Website: [www.iea.palgnet.com](http://www.iea.palgnet.com) | [www.palgnet.com](http://www.palgnet.com)



#### VENUE

**Sigelege Beach Resort**  
Salima, Malawi



# High Performing Administrative and Executive Support Professionals 11th Annual Conference (HPESPC)

**Theme: Empowering Executive Support Professionals to lead with excellence, influence and strategic impact.**

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

Established in 2015, the Executive Support Professionals Leadership Platform equips Executive Assistants, Personal Assistants, Executive Secretaries, Office Managers and Executive Office professionals with the leadership, governance, communication and digital skills required to support high-performing executives and strengthen organizational effectiveness.

## Strategic Focus Areas

- Strategic Executive Support
- Executive Communication and Leadership
- Digital Transformation and AI
- Executive Office Excellence
- Governance and Board Support
- Professional Development

**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 (EAs) and Personal Assistants (PAs)
- Executive Secretaries and Administrative Professionals
- Office Managers and Executive Office Managers
- Chiefs of Staff and Executive Coordinators
- Board and Governance Support Officers
- Protocol and Corporate Affairs Officers
- Executive Support Professionals from all Sectors
- 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

## Expected Outcomes

- Enhanced executive support capability
- Improved leadership and productivity
- Stronger governance support
- Increased digital competency
- Expanded professional networks

**SDG Alignment:** SDGs 4 • 8 • 16 • 17

### 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)
- **Panel Discussion:** Gender equity in the administrative profession and supporting leadership in African organizational cultures
- **Executive Presence:** Building Confidence and Influence as a Leader (Panel Discussion)
- **How Did We Get Here?** Inspirational Stories from Participants



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## Pan African Learning and Growth (PALGNET)

Corner 12th Avenue and River Road  
RIVONIA (Edenburg on GPS)  
Johannesburg  
South Africa

P.O Box 30247 City Center  
Plot No. 102 Area 14  
Lilongwe  
Malawi, Africa

Plot 288  
Kilimanjaro Road, Ibex Hill  
Lusaka  
Zambia

P.O Box 26  
Nandi Hills  
Postal Code 30301  
Kenya

Email: [training@palgnet.com](mailto:training@palgnet.com) Web: [www.palgnet.com](http://www.palgnet.com)

## PALGNET Professional Communities and Business Units



Institute of Executive Assistants - Africa [www.iea.palgnet.com](http://www.iea.palgnet.com)



Women of Substance Awards [www.wosa.palgnet.com](http://www.wosa.palgnet.com)



Business Growth Community [www.bgc.palgnet.com](http://www.bgc.palgnet.com)



Training, Learning & Development Community [www.tld.palgnet.com](http://www.tld.palgnet.com)



Institute of Security Professionals in Africa (ISPA) [www.ispa.palgnet.com](http://www.ispa.palgnet.com)



Learning and Growth Resources (LGR) [www.lgr.palgnet.com](http://www.lgr.palgnet.com)