

NUST Secretaries' Convention Friday, 28 September 2018

Theme: Transforming Minds, Changing Lives

NUST Mining Engineering Building, enter from Brahm's or
Beethoven Street, Windhoek West from 07:30 to 16:00

Invitation

NUST will host its third Secretaries' Convention aimed at promoting excellence and leadership in the profession.

Who should attend

Secretaries, Personal Assistants, Office Administrators and Office Managers aspiring to grow and reach the pinnacle of their professions.

Objectives

- Knowledge sharing and networking
- Bridging the gap between industries
- Embracing change
- Setting trends through the use of Technology (Tips and tools)
- Time and conflict management
- Personal branding
- Operating beyond your call of duty

Costs

Early Registration: N\$ 1 600.00 per person

Late Registration: N\$ 1 800.00 per person

Registration

Register online at:

<http://www.nust.na/?q=secretaries-convention-registration-form>

Banking Details

Namibia University of Science and Technology

First National Bank

Account: 55500126319

Branch Code: 281872

Branch: FNB Business

Please e-mail copy of deposit slip or EFT to: secretariesconvention@nust.na

Early Registration closes: Friday, 14 September 2018

Late Registration closes: Friday, 21 September 2018

Enquiries:

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