

6th NUST Secretaries' Convention



Theme: Achieving Administrative Excellence Through Digital Transformation

Who to Attend?

New and professional Secretaries, Personal Assistants, Office Administrators, and Office Managers looking to excel in the digital era.

Topics

- Financial Intelligence
- Managing Changes and Diversity
- Improving Performance with Emotional Intelligence
- The Evolving Assistant and Technology
- Strategic Communication for Results in the Digital Age
- Going Green as Administrators
- Automation and Digital Tools (Practical Demonstration)
- Navigating Transformation
- Effective Minute-Taking Skills/Etiquette

Registration Fee

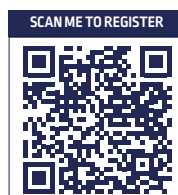
- N\$1600
- N\$1800 (Late Registration)
- Email proof of payment: rkavandje@nust.na

Registration Link

<https://secretaryblog.nust.na/register-secretary-convention>

OR Scan the below Code to register

Certificates of Attendance and Conference Gift Bags to be provided to all participants



Banking Details

Namibia University of Science and Technology
First National Bank
Account: 55500126319
Reference: 4550/9066

Registration Due: Tuesday 25 October 2022
Date of Event: Friday, 28 October 2022
Time: 09:00 - 16:00
Venue: Mining Auditorium, NUST Lower Campus



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
Reinventing the Future

www.nust.na

Enquiries:

Ms Elizabeth Kavandje
T: +264 61 207 2256
E: rkavandje@nust.na

Ms Jesaria Khom-Oabes
T: +264 61 207 2256
E: jkhom-oabes@nust.na