



**Business Development Programme will turn promising Office Managers into highly effective leaders, Understand key areas of business, personality profiles and maximising your conflict and organisational management skills**  
**1-3 September 2010**

### **CARIBBEA BAY RESORT - KARIBA**

Do you want to improve the support you provide to your boss and gain the confidence to be handed over more and more responsibility? Step Up and Stand Out! Summer School will provide you with the systems and skills needed to better organise, plan and manage your workload to maximum effectiveness and win your bosses full confidence.

***The Complete PA: "Step Up and Stand Out!"***

#### **Residential Event**

This will be a fully residential event – which means the conference price covers all of your costs including transport from our pick-up points to and from the Venue.

#### **Buses**

The buses luxury buses will leave from the Harare to get you to the Venue and back .

#### **Sharing or single room**

All rooms will be per person sharing unless a single room is required as a special request.

#### **An International Secretaries Day Celebration**

This year the Course is intense but you will have the opportunity to unwind and celebrate...The all white sunset boat cruise on 2<sup>nd</sup> September, meaning all white dress code ' Wear All White and Glow'

We look forward to welcoming you.

*The Waterfront Conferences Team*

# **PA'S Business Development Summer School** *The Ultimate Annual Event for Professional Administrators & Secretaries* **Coinciding with International Secretaries Day!!**

**1 - 3 SEPTEMBER 2010**

## **KEY BENEFITS**

- ☐ **Expose yourself to broader business concepts**
- ☐ **Gain a holistic understanding of business**
- ☐ **Network with other professionals in Industry**
- ☐ **Make yourself more valuable to your Business/Company**

## **TOPICS:-**

- ☐ **LEADERSHIP**  
 Effective Goal Setting, Communication  
 Effective Relationship, Fostering a Positive Work Environment  
 Motivating Others – People Drivers  
 Resolving Conflicts, Setting the Right Priorities  
 Effective Delegation, Coping With Difficult Employees
- ☐ **FINANCE**  
 Basic Accounting Terminology and Jargon and What It All Means  
 Interpreting Financial Statements
- ☐ **MARKETING**  
 Consumer Analysis, Review of The Competition And Self Development Of A "Preliminary " Market Mix
- ☐ **HUMAN RESOURCES**  
 Organizational Effectiveness, Recruitment And Selections
- ☐ **STRATEGIC MANAGEMENT**  
 Purpose And Benefits Of Strategic Management  
 Business Plans, Strategy Development Process, Implementation Challenges

***Understand it all!!***

## **INVESTMENT:**

**US\$850.00 per delegate ALL INCLUSIVE , 5% discount for EARLY BIRD enrolments. 10% discount PAPF members**

**Provision of the course by Waterfront includes:**

- **Dynamic and knowledgeable facilitators**
- **Training File**
- **High Quality Training Venue**
- **A Course attendance Certificate**
- **Lunch and Refreshments**
- **Accommodation**
- **Transport to and from Harare to Kariba**

## **Other Options:-**

**Excluding Accommodation Less US100**

**Excluding Transport Less US100**

**Excluding Boat Party Less US\$50**

