



Institute of
Executive Assistants
AFRICA

HIGH PERFORMING EXECUTIVE SUPPORT PROFESSIONALS

ANNUAL EVENTS CALENDAR

2025 SOUTH AFRICA | MALAWI

Your Trusted Learning Partner

*Promoting Executive and Administrative
Support Excellence*



Learn | Connect | Grow
www.iea.palgnnet.com

OVERVIEW

The Institute of Executive Assistants (IEA) - Africa is an international quality membership based community of executive assistants, administrative, management and executive support professionals. The main goal is the comprehensive maintenance and advancement of the professional expertise, personal development and networking crucial in the profession of executive assistants and administrative professionals.

Professional Administrators and EA/PAs are the backbones of every business or organization. The IEA-Africa calendar offers premier, must-attend events for all administrative, management and executive support professionals. They fill a gap in high-level training for these professionals who are viewed by their executives as highly valuable business assets. The programs deliver targeted training and invaluable peer networking to qualified executive and senior-level assistants.

The programs also offer exceptional value by combining admin training and career development opportunities into cost-effective programs. Admin and executive support professionals are guaranteed to return to their jobs refreshed, motivated, feeling valued by their organizations, and armed with the latest tools and techniques needed to achieve top productivity after every session.

We provide the training needed to increase the administrative, management and executive support professionals' productivity, upgrade their skills, and ultimately reduce turnover, foster enthusiasm, and ensure their long-term success. In addition to learning new skills, admins thrive in the atmosphere of professionalism these meetings provide. Most importantly, these events and programs give them the opportunity to develop a solid resource network, along with fresh insights gained from peer-to-peer networking with high-level executive support professionals from other industries.

MEMBERSHIP TO IEA-AFRICA

Join an international quality membership based community of executive level assistants, secretaries, office managers, virtual team, administrative, management and executive support professionals. Visit www.iea.africa.com to view member fees and benefits.

WHY YOU MUST ATTEND IEA-AFRICA PROGRAMS?

Today's Executive and Personal Assistants and Administrative Professionals must be multi-skilled, versatile, and able to adapt to new roles and greater responsibilities. Invest in their success and make sure they remain among your organization's most vital assets.

IEA-Africa offers exclusive programs developed to meet the unique training needs of professional administrators, management and executive support professionals who work directly with senior executives, including the CEO, COO, CIO, CFO, President, Managing Director, EVPs, and SVPs.

These events/programs will benefit you, your boss, and your organization by:

- **Empowering**, instilling confidence, recognition, visibility and encouraging a can-do attitude
- Exposing participants to an outstanding **peer network**
- Heightening creative and analytical skills to generate better **solutions** and decisions
- Helping you take initiative, anticipate needs and develop a strong admin/manager **partnership**
- Increasing productivity and effectiveness
- Providing new and upgraded skills
- Motivating you to set goals that achieve superior positive results
- Increasing your ability to collaborate across the organization
- Focusing on greater alignment with your organizational goals
- Improving job satisfaction and employee retention
- Learning from the best peer network from your industry
- Getting up-to-date on the latest trends and developments
- Increasing their ability to **collaborate** up, down, and across the organization
- **Inspiring** superior performance
- Teaching **leadership** and influence in the workplace
- **Upgrading** current skills and mastering the new ones

2025 EVENTS SCHEDULE/CALENDAR

Make a date with us!

IEA-AFRICA MEMBERS ONLINE PROFESSIONAL DEVELOPMENT SESSIONS (09:00-12:00HOURS) CAT

Date	Workshop Title (Free for IEA-Africa Members)	Non Members Fees
January 16	Personal Finance Management - Mastering your financial freedom	60, 000.00PP
February 12	Harnessing the Power of AI to exceed expectations in your Organization	60, 000.00PP
March 13	Dealing with the Imposter Syndrome	60, 000.00PP
April 16	Work-life Balance and Mental Wellbeing	60, 000.00PP
May 15	Understanding Organization Politics: Navigating Dynamics within Organizations	60, 000.00PP
June 25	Conflict Resolution: Techniques For Managing & Resolving Conflicts and Fostering Collaboration at Work Place	60, 000.00PP
July 17	Effective Communication Skills and Creative Negotiation Skills	60, 000.00PP
August 6	Personal Mastery and Emotional Intelligence	60, 000.00PP
Sept 10	Professional Business Etiquette and Social Media Reputation Management	60, 000.00PP
October 8	Career Development Strategies: Planning for Personal & Professional Growth	60, 000.00PP
November 13	Achieving Leadership Excellence by Creating your Personal Brand	60, 000.00PP
December 11	Goal Setting and Reset	60, 000.00PP

WORKSHOPS (IN PERSON ATTENDANCE) (08:30-16:00 HOURS) CAT

Date	Workshop Title	Venue - South Africa	Price (\$) USD
May 26-30	Information & Documentation Compliance Streamlining Documents in A Digital Age	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 2, 500.00 Non-Members
June 22-26	Digital Efficiency for Administrative and Executive Support Professionals	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 2, 500.00 Non-Members
July 14-18	Incident & Crisis Communications-Managing the Media, Stakeholders & Customers	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 2, 500.00 Non-Members
July 21-25	Protocol, Etiquette & Events Management	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 1, 500.00 Non-Members
Jul 28 - Aug 1	International Protocol and Diplomacy	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 2, 500.00 Non-Members
Jul 28 - Aug 1	Advanced Public Speaking Presentation & Report Writing Skills	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 2, 500.00 Non-Members
Dec 1-5	Essential Management Skills for Professional Administrators	Sandton Lodge Hotel Rivonia - JHB	2, 400.00 IEA Members 2, 500.00 Non-Members

WORKSHOPS (IN PERSON ATTENDANCE) (08:30-16:00 HOURS) CAT

Date	Workshop Title	Venue - Malawi	Price (MWK)
Jan 27-31	Digital Efficiency for Executive Support Excellence	Kalipano Hotel - Dowa	1, 850, 000.00 IEA Members 2, 000, 000.00 Non-Members
March 26-28	HR for Non-HR Professionals Workshop	Kara O'Mula - Mulanje	1, 000,000.00 IEA Members 1, 200, 000.00 Non-Members
April 8-11	Protocol, Etiquette & Events Management	Sigelege Beach - SA	1, 400, 000.00 IEA Members 1, 500, 000.00 Non-Members
April 8-11	Advanced Public Speaking, Presentation & Report Writing Skills	Kara O' Mula - MJ	1, 400, 000.00 IEA Members 1, 950, 000.00 Non-Members
April 14-17	International Protocol and Diplomacy	Sigelege Beach - SA	1, 400, 000.00 IEA Members 1, 500, 000.00 Non-Members
June 10	Leading Diversity and Inclusion Workshop	Sunbird Capital - LL	350, 000.00 IEA Members 450, 000.00 Non-Members
June 11	Addressing Women's or Men's Health (separate) Workshops	Sunbird Capital - LL	350, 000.00 IEA Members 450, 000.00 Non-Members
June 12-13	Employee Wellness Mental Health 7th Annual Conference	Sunbird Capital - LL	700, 000.00 IEA Members 800, 000.00 Non-Members
June 18-20	Corporate Governance Minute Taking & Technical Report Writing	Kalipano Hotel - DA	1, 500, 000.00 IEA Members 1, 650, 000.00 Non-Members
Sept 8-10	Stakeholder Management and Engagement	Kalipano Hotel - DA	950, 000.00 IEA Members 1, 000, 000.00 Non-Members
Sept 10-12	Advanced Stakeholder Management and Engagement	Kalipano Hotel - DA	900, 000.00 IEA Members 1, 000, 000.00 Non-Members

CONFERENCES

Date	Title	Venue	Price (MWK)
Oct 21-24	Executive Support & Professional Admins 10th Annual Conference	Ekhaya Resort Mangochi	1, 850, 000.00 IEA Members 1, 950, 000.00 Non-Members

IEA-AWARDS

Date	Venue	Price (MWK)
October 24	Ekhaya Resort - Mangochi	60, 000 IEA Members 80, 000 Non Members

IEA NETWORKING DINNERS

Date	Event Name	Venue	Price (MWK)
Feb 28	Women of Substance Awards	Sunbird Nkopopa - Mangochi	80, 000.00 IEA Members 100, 000.00 Non-Members
April 25-26	Team Building and Social Networking	Kara O' Mula - Mulanje	100, 000.00 IEA M,embers 150, 000.00 Non Members
Aug 22-23	Team Building and Social Networking	Sigelege Beach Resort - Salima	100, 000.00 IEA Members 150, 000.00 Non Members
Dec 2	Networking Dinner	Sunbird Mount Soche – Blantyre	60, 000.00 IEA Members 80, 000.00 Non Members
Dec 8	Networking Dinner	SunOctober 24bird Capital Hotel - Lilongwe	60, 000.00 IEA Members 80, 000.00 Non Members

In-House Training Courses

1. Effective Communication Skills
2. Mental Health and Wellness
3. Personal Finance Management
4. Finance for Non Finance Professionals
5. Managing your Executive
6. Diversity and Inclusion
7. HR for Non HR Professionals Workshop
8. Professional Etiquette and Grooming
9. Ethics and Integrity
10. Microsoft Office Training
11. Team Building
12. Safeguarding Workshops
13. Succeeding in a Digital World as an Executive Support Professional
14. Management Development Program for EAs
15. Digital Transformation
16. Corporate Governance, Minute Taking and Report Writing
17. Increasing your Personal Effectiveness
18. Diary and Email Management Strategies
19. The Executive Assistant Practitioner Course:
 - PA Duties: Mastering the Essentials: 1 day
 - The Advanced EA Master class - Working with Executives: 1-2 days
 - The Advanced EA Master class - Communicating your Brand: 1-3 days

IEA-Africa Services:

1. Recruitment
2. EA/PA Consultancy
3. Mentoring
 - EA/PA Mentoring
 - Job Search Mentoring Programs



Certified Executive Administrative Professional (CEAP)

The Institute of Executive Assistants Africa, through the Pan African Learning and Growth Network is in the process of obtaining an accreditation to offer a Certified Executive Administrative Professional (CEAP) designation.

Administrative Professional (CEAP) certification which will be attained through courses available at universities and colleges across Africa. This designation, recognized in the professional environment, will lead to greater challenges, opportunities, and financial remuneration to those who have achieved the Certified Executive Administrative Professional (CEAP) designation.

CONTACTS



Pan African Learning and Growth Network (PALGNET)

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

Tel: +27 76 585 7742

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

Tel: + 265 212 278 897 | +265 886 797 782
+265 998 429 138
Mob: +265 999 295 659

Email: training@palgnet.com **Web:** www.palgnet.com

PALGNET Professional Communities and Business Units:



Institute of Executive Assistants - Africa: www.iea.palgnet.com



Women of Substance Awards: www.wosa.palgnet.com



Learning and Growth Resources: www.lgr.palgnet.com



Business Growth Community: www.bgc.palgnet.com



Training, Learning & Development Community: www.tld.palgnet.com



Institute of Security Professionals in Africa (ISPA) www.ispa.palgnet.com