

Personal assistants are now relevant and essential key players in ensuring the success of companies and organizations alike. They are now required to execute important tasks such as the preparation of reports, event planning, contributing towards decision-making board meetings and even offering strategic suggestions that stand to grow the organization. The need for the modern personal/executive assistant to be initiating and bear the ability to evoke action has ceased to be bonus but rather imperative.

Often, superiors and bosses demand that their assistant have profound understanding of the overall organizational strategy as well as the acumen necessary to significantly advance it's objectives. The old adage "think on your feet" in this respect is pivotal and an attribute and skill that can be harnessed.

Attendance of this one-week content and practical-intensive conference will push assistants to levels where they can tap into their ultimate potential. A careful scrutiny of a proactive assistant will be presented and a descriptive step-by-step guide on how to achieve optimum productivity will be rendered.

#### Benefits

- Know your worth
- Counteracting the stress attached to being an executive
- Rewarding yourself with the position you carry
- Taking advantage of unique position you hold to develop the organization
- Flexibility and willingness to contribute
- Responding positively to change, ambiguity and pressure
- Analytical with an eye for details
- Become a rigorous planner

#### Who should attend?

This exposition invites all administrative professionals from both public and private sectors including:

1. Ministerial Secretaries
2. Executive secretaries
3. Administrative assistants
4. Personal secretaries
5. Private secretaries
6. Office attendants
7. Executive assistants
8. Customer service staff

#### Consultancy Method

- Power-point presentation
- Role playing
- Simulations
- Debates
- Case studies with discussions
- Problem-based learning



**TRANSAFRICAN  
MANAGEMENT  
INSTITUTE (TAMI)**

**ANNUAL EXPOSITION**

**DURBAN - SOUTH AFRICA  
2025**

#### Contact Us



Director Administration

+256 782891320 | +27 717010917

+256 787016850, Director Academics

+256 782195959, Admissions Manager

+266 58859554, Lesotho Coordinator



admin@tamiuganda.org  
tamiconference@gmail.com  
www.tamiuganda.org



Plot 98/100 Bukoto street, Kamwokya.  
P.O. Box 3682 Kampala - Uganda

**DATE:** 21ST - 25TH JULY 2025  
**VENUE:** DURBAN - SOUTH AFRICA  
**AMOUNT:** ZAR 15,000

## **ANNUAL EXPOSITION FOR HUMAN RESOURCES**

### **THEME: ALIGNING HUMAN CAPITAL**

Today's human resource manager is no longer situated at a desk placed with the task of simply recruiting and maintaining staff. As we witness the shift towards a less centralized and integrated organizational setting whereby a more interspersed operational system is becoming the order of the day and a preferred operational style, so much more is expected from the human resource management team across the public and private sector. To be effective therefore, a well rooted background of all the workings and grand organizational goals is required.

TAMI's exposition for human resource and training managers has taken this new trend into consideration and treats it as the backbone of this tutelage. Our prime objective is to keep these particular personnel abreast with the changing trends of their specialty.

The first undertaking will be to re-introduce the concept of talent management and how to best handle staff members by identifying their strengths and weaknesses, correcting their shortcomings and enabling them to make their best contribution to their organization. This will be done by visiting new training and testing methods as well as performance appraisal techniques. Secondly, we shall shift the focus of our participants to the development of their respective organizations and propose ways to foster and secure a successful operational system. Lastly, concertation will be allocated to the career development process of assigned staff and newly researched information on job definition and description will be dispersed. This is to ensure that productivity is maximized and staff input is matched with organizational output.

#### **Who should attend?**

- Human Resource directors/managers
- Labour relations officers
- Administrative service managers
- Training and development managers/specialists
- Compensation and benefit managers

## **ANNUAL EXPOSITION FOR FINANCE AND PROCUREMENT PRACTITIONERS AND CONTRACT MANAGERS**

### **THEME: THE SYNERGY OF FINANCE AND PROCUREMENT**

For most public and private procurement processes, contract administration and management is ceasing to be seen as an independent element but one that is integral to the business of ensuring efficient and effective supply of goods and services necessary for an organization to meet its fundamental objectives. Contract management in fact a continuation of the procurement process and is therefore vital that techniques involved in awarding and handling contracts.

This exposition takes a holistic approach aimed at covering the core financial and procurement considerations as well as the factors that influence the establishment of effectual contracts. A careful in-depth analysis of these determinants will be directed to our participants. These include the following:

- Sourcing process: managing the RFT (Request for Proposal) process, developing specification, market analysis, writing the RFT/RFI, project management.
- Determining a case-appropriate procurement method
- Procurement planning and developing strategy.
- Document preparation and publication.
- Bid submission and openings
- Bid evaluation
- Contract award recommendations
- Contract negotiations
- Legal issues in purchasing or contracting
- Cost management and operational procurement: invoice process, e-procurement and inventory management.

Furthermore, an intensive study of the SRM (Supply-relationship management) method will be included as an extension so as to render a wider knowledge base on how to secure a potent supply chain. The SRM method has 5 steps namely:

1. Supplier identification
2. Supplier segmentation
3. Relationship analysis
4. Evaluation

All these will be assessed and defined at length during the conference

#### **Learning outcomes**

- » Organizing efficient procurement processes. Effective Supply Relationship management; in/outsourcing.
- » Handling and mitigating risk

- » Practical understanding of how to undertake feasibility and appraisal of a PPP project proposal with a focus on economic and financial analysis and modeling.
- » Understanding up to date public and private financial practice e-sourcing and e-procurement systems.
- » Developing and managing contracts
- » Evaluating bids/proposals
- » Public Private Partnership
- » Appraising financial risks, finance for non-finance and weighing costs
- » Taking in legal considerations
- » Handling contract negotiation and effective communication: understanding different cultures and mind-set

#### **Who Should Attend?**

- Procurement officers and personnel (public and private sector)
- Financial managers and executives
- Contract managers
- Stakeholder managers
- Account managers
- Risk and Analysis personnel

#### **Quality Assurance;**

For our participants we are set on providing a world-class learning environment that enables each attendant to develop the specific skill-set that is required for their assigned roles. To complement this particular program we offer the following:

- Training and take-home reading material
- Case studies
- Individual assessments
- Report-writing skills
- Certification

## **ANNUAL EXPOSITION FOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS**

### **THEME: IRREPLACEABLE ASSISTANT**

The times of personal assistants or secretaries being simply adherents is long gone and never to return. We have transitioned into a new age that places the executive assistants in a position of influence; one that determines the efficiency of day to day organizational operations.

