

### 3. ANNUAL CONFERENCE FOR EXECUTIVE SECRETARIES & ADMINISTRATIVE ASSISTANTS (ACESA)

#### THEME: "THE VIRTUAL ASSISTANT"

To be a top-flight secretary or Administrative Assistant, you need more than technical skills and efficiency.

As a vital member of the management team, you need an in depth knowledge of management tools that our panel of consultants will delve into. At this conference, you will be assisted to build that sense of confidence and competence needed to meet the new challenges of your changing role.

#### 2. UPSKILLING AND RESKILLING

As AI becomes more relevant, secretaries need to ensure transparency accountability and insight in an AI-driven world.

Thus the need to develop new skills

AI management, to fully leverage the power of AI tools.

#### FOCAL POINTS

- Digital transformation; understanding the impact of technology on secretarial roles including automation, AI and digital communication tools.
- Communication and Collaboration
- Critical thinking and problem solving
- Character and citizenship
- Public speaking and speech writing
- Creativity and imagination
- Managing Self and self-efficacy
- Learning to unlearn-adaptability and change incorporation
- Time Management, organization and accountability
- Teamwork, participating and contributing

#### TARGET AUDIENCE

This conference invites all administration professionals from both private and public sectors including:

- Ministerial Secretaries.
- Executive secretaries.
- Administrative assistants.
- Personal secretaries.
- Private Secretaries.
- Office attendants.
- Executive assistants.
- Customer service staff.

We look forward to welcoming you to an unforgettable learning experience!

## CONFERENCE ESSENTIALS

- Date: December 8th-12th, 2025
- Venue: Port Elizabeth, South Africa
- Fee: **US \$1,750** (covers conference & training materials)
- Travel & Visa:
- Check with airlines for ticket expenses

**Visa applications must be processed 21 working days before travel via:**  
**[www.vfsglobal.com/southafrica](http://www.vfsglobal.com/southafrica)**

### REGISTER NOW!

Director Administration:  
+256 782891320 | +27 717010917

Director Academics: +256 787016850  
Admissions Manager: +256 782195959

[admin@tamiuganda.org](mailto:admin@tamiuganda.org)  
[tamiconference@gmail.com](mailto:tamiconference@gmail.com)  
[www.tamiuganda.org](http://www.tamiuganda.org)



**TRANSAFRICAN  
MANAGEMENT  
INSTITUTE (TAMI)**

## 2025 TAMI ANNUAL CONFERENCE

**THEME:**  
**AI AND HUMAN  
COLLABORATION**

**VENUE:**  
**PORT-ELIZABETH  
SOUTH AFRICA**

**DATES:**  
**8TH - 12TH DECEMBER, 2025**

## FOREWORD

Our conference schedule brings everyone together daily for an action-packed, competency-energizing, chock-full of informative training you won't receive anywhere else! These strategic sessions are purposed, creative, and designed to enhance your growth and success as managerial professionals. Plan your growth and become fulfilled by learning how to implement the principles and strategies for a meaningful career and life. At this conference, you'll discover the path forward and how to add value every day!

You have attended a lot of conferences in your career however this is the best conference out there. Our incredible team, the networking is wonderful but more importantly, the tone we set for this conference is so special, making everyone feel so special, designed to meet the needs of busy professionals taking time out of their busy schedules to attend. A true value add - no disappointments. No resources wasted.....and besides that, we are second to none.

## WHY ATTEND?

- ✓ Expert-Led Sessions: Keynotes, panel discussions, and workshops.
- ✓ Hands-On Learning: Interactive breakout sessions & clinics.
- ✓ Networking Opportunities: Connect with industry peers.
- ✓ Future-Ready Skills: Stay ahead with AI, digital tools, and best practices

## CONFERENCE THEMES & HIGHLIGHT

### 1. ANNUAL CONFERENCE FOR HUMAN RESOURCE & TRAINING MANAGERS (ACHRM)

#### THEME: "LEVERAGING TECHNOLOGY TO TRANSFORM HUMAN RESOURCE"

In a world ever changing (AI) in Human Resource aligns algorithms and other AI technologies to automate, enhance or transform processes. AI can thus help Human Resource professionals

This relates to the skills, knowledge, abilities and expertise needed to be proficient at working as HR professional. These competencies ensure that HR professionals are able to support their organization's goals and contribute to its success. AI can thus help Human Resource professionals streamline tasks, improve decision making and create more efficient and effective Human Resource Function.

By understanding the applications, benefits and challenges of AI to transform their HR functions and drive business success.

#### FOCAL POINTS

- AI in Human Resource. Leveraging artificial intelligence in talent strategy, employee experience and decision making.
- Diversity, Equity and Inclusion (DEI)
- Leadership engagement.
- Global workforce trends: navigating complex regulations compliance challenges and emerging workforce issues in a globalized workforce.

#### TARGET AUDIENCE

- Human Resource Directors
- Human Resource Managers/ Officers
- Human Resource Planners
- Human Resource Audit Staff
- Managing Directors
- Head of Department

### 2. ANNUAL CONFERENCE FOR FINANCIAL MANAGERS AND PROCURMENT OFFICERS

#### THEME: "DIGITAL TRANSFORMATION OF FINANCE AND PROCUREMENT WITH AI"

This conference is designed to bridge Finance and Procurement professionals to share knowledge, best practices and innovative solutions to drive business growth and efficiency.

We are excited to provide a platform for knowledge sharing, networking and collaborations.

#### FOCAL POINTS

- Digital transformation in finance
- Sustainable Finance (ESG)
- Strategic sourcing and category management
- Explore latest technologies and trends in procurement.
- Contract management and negotiation skills; best practices.
- Risk management and compliance

#### TARGET AUDIENCE

- Accountants and Auditors
- Logistics Managers
- Budget Specialists
- Financial Analysts/ Managers/ Officers/Controllers Procurement Officers