

TRANSAFRICAN MANAGEMENT INSTITUTE (TAMI)

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19th February, 2026

Dear Sir/Madam,

**RE: ANNUAL INTERNATIONAL SYMPOSIUM FOR SECRETARIES 20th – 24th
April, 2026 DURBAN - SOUTH AFRICA.**

Transafrican Management Institute (TAMI) will be conducting Annual International Symposium as indicated above.

We are fully aware of the different cadres in the Secretarial field and the different responsibilities/functions each category hold. In the light of the above we shall be conducting two separate classes to cater for each group.

Below are details for each group and the relevant topic to be covered.

We are pleased to extend a warm invitation to you to attend our upcoming symposium, which aim to bring together thought leaders, professionals, and stakeholders from various sectors to share knowledge, build networks, and explore innovative solutions. These events provide a unique platform for learning, collaboration, and meaningful dialogue on key issues affecting our industries and communities.

**1. ANNUAL INTERNATIONAL SYMPOSIUM FOR EXECUTIVE
SECRETARIES AND PRIVATE/MINISTERIAL SECRETARIES.**

THEME: SECRETARIES: THE UNSUNG HEROES OF PRODUCTIVITY

To be a top-flight secretary, 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.

OBJECTIVES

- To learn to collaborate effectively with AI systems, leveraging their capabilities to streamline tasks and enhance productivity.
- To gain expertise in utilizing AI tools to automate tasks, optimize workflows, and improve output quality.
- To leverage AI insights and recommendations for better decision making and problem solving.
- To foster better teamwork and communication within your team using AI-POWERED.
- To enhance knowledge of data security to provide security to provide secure communications for clients and colleagues.

TARGET AUDIENCE

- Executive Secretaries
- Private/Ministerial secretaries.
- Personal secretaries.

2. ANNUAL INTERNATIONAL SYMPOSIUM FOR ADMINISTRATIVE ASSISTANTS AND OFFICE MANAGERS

THEME: NAVIGATING CHANGE; STRATEGIES FOR SUCCESS

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

- Administrative assistants.
- Office managers/controllers.
- Office attendants.
- Customer service staff.

Requirements:

- Conference fees and Training materials only **R 25,000 per participant.**
- For airport tax and ticket expenses, please check with your local airlines or travel agents
- **For visa applications**, kindly be informed that applications can be downloaded now online and should be processed 21 working days before date of travel. See the link below to complete an online form [www.vfsglobal.com/south Africa](http://www.vfsglobal.com/southAfrica)

For daily subsistence allowance, the sponsoring organization is free to pay according to their service regulations.

Yours faithfully,



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Director administration

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