

# NUST Secretaries Convention Friday, 25 August 2017

Theme: Pathway to Success

NUST Mining Engineering Building, enter from Brahms or  
Beethoven Street, Windhoek West from 07:30 to 16:00

## Invitation

The NUST will host its second Secretaries Convention aimed at promoting excellence and leadership in the profession.

### Who should attend

Secretaries, Personal Assistants, Office Administrators and Office Managers aspiring to grow and reach the pinnacle of their professions.

### Objectives

- Improve interpersonal and communication skills
- Integrating sustainable practices into office operations
- Enhancing work performance
- Exposure to latest trends in the profession
- Enhancing leadership skills
- Embracing change

### Costs

Early Registration: N\$ 1 400.00 per person  
Late Registration: N\$ 1 600.00 per person

### Registration

Register online at:  
<http://secretaryblog.nust.na/?q=secretaries-convention>

### Banking Details

Namibia University of Science and Technology  
First National Bank  
Account: 55500126319  
Branch Code: 281872  
Branch: FNB Business

Please e-mail copy of deposit slip or EFT to:  
[secretariesconvention@nust.na](mailto:secretariesconvention@nust.na)

Early Registration closes: Tuesday, 10 August 2017

Late Registration closes: 20 August 2017

### Enquiries:

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