

Organized by



"Navigating the Future of Admin: Elevate Your Experience, Embrace Innovation."

Conference Workshop:

- New Age Communication Mastery
 - **April 23, 2024 KCH | May 13, 2024 KL**
- Maximizing ChatGPT for Admin Professionals
 - **April 26, 2024 KCH | May 16, 2024 KL**

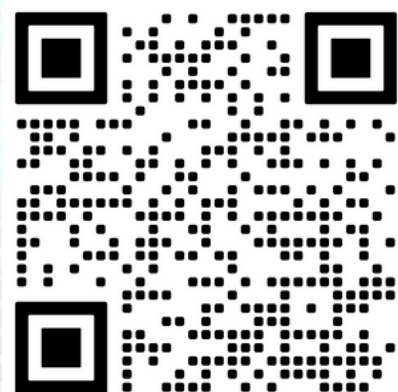
24-25
April, 2024

Kuching
Raia Hotel & Convention Center

14-15
May, 2024

Kuala Lumpur
Seri Pacific Hotel

REGISTER NOW!



Scan QR code to register >>



2024
ELEVATING
ADMIN X PERIENCE
NATIONAL CONFERENCE



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WELCOME

2024 ELEVATING ADMIN^XPERIENCE NATIONAL CONFERENCE

An unparalleled gathering designed to elevate administrative excellence and explore the cutting edge of technology integration in administration. Over two dynamic days in the vibrant setting of Malaysia, this conference will empower administrative professionals to transcend boundaries and chart the course for a future of enhanced productivity and strategic impact.

DAY 1 | Elevating Administrative Excellence

Embark on a transformative journey as we delve into the realm of Elevating Administrative Excellence. In an ever-evolving professional landscape, this conference will equip participants with the leadership skills required to ascend in administrative roles. From mastering effective communication and navigating organizational changes to honing advanced project management techniques, participants will gain insights and strategies to become true leaders in the administrative domain.

DAY 2 | Technology Integration in Administration

As technology continues to reshape the administrative landscape, Day 2 focuses on Technology Integration in Administration. Participants will explore the latest trends, cybersecurity awareness, and practical applications of digital tools in administrative tasks. From leveraging digital tools for efficiency to understanding data management and compliance, this day promises to be a deep dive into the future of administrative technology. Gain hands-on experience with emerging technologies, and leave with the knowledge and skills to propel your organization into the digital era.

Our expert speakers and interactive sessions will foster an environment of collaboration, providing tools to excel in the present and lead in the future.

Join us for a conference where collaboration meets innovation, where leadership meets technology, and where administrative professionals unite to redefine excellence. Elevate your administrative prowess, embrace the technological revolution, and be part of a transformative experience!



ZUMBA®

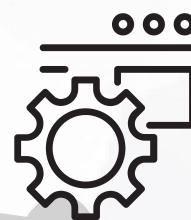
Fun fit Zumba session is happening on Day 1!





DAY 1

Elevating Administrative Excellence



DAY 2

Technology Integration in Administration

1 • Essential Leadership Skills For Administrative Excellence

This a transformative session designed to empower administrative professionals with the essential qualities and strategies needed to excel in leadership roles. Participants learn to lead without formal authority, navigate change, foster team culture, and contribute strategically beyond traditional administrative functions.

2 • Navigating Change in the Administrative Landscape

Dive into this session designed for administrative professionals seeking resilience amidst organizational shifts. Learn impactful communication strategies, adaptive techniques, and how to foster a positive culture amidst change. Join us to embrace the evolving administrative landscape with confidence and agility.

3 • Personal Mastery

This session will focus on mastering efficient schedule management, task prioritization, handling conflicting priorities, enhancing communication skills, and utilizing time-saving tools for seamless coordination and follow-ups. Participants will also explore the use of digital assistants to optimize workflows, manage everyday surprises, and meet deadlines.

4 • Developing a Strategic Mindset in Administration

This empowering session is designed for administrative professionals aspiring to think strategically. Uncover the tools to align administrative tasks with organizational goals, conduct SWOT analyses, and engage in long-term planning. Elevate your role by cultivating a strategic perspective and contributing meaningfully to your organization's success. Join us to shape your strategic mindset and enhance your impact in the administrative realm.

5 • Leveraging Digital Tools for Administrative Tasks

This transformative session empowers administrative professionals by exploring practical applications of digital tools, such as task management apps, collaborative platforms, and automation solutions. Learn how these tools can streamline workflows, boost productivity, and elevate administrative efficiency. Join us to unlock the potential of digital tools and revolutionize your approach to administrative tasks in the modern workplace.

6 • Cybersecurity Awareness for Administrative Professionals

This session equips administrative professionals with essential knowledge and tools for secure navigation of the digital landscape. Explore cybersecurity intricacies, adopt best practices for protection, and gain insights into phishing prevention, password hygiene, and data breach preparedness to fortify your digital presence.

7 • Data Management and Compliance

This is an essential session tailored for administrative professionals seeking proficiency in handling data responsibly. Explore strategies for efficient data management, including backup and recovery techniques. Navigate the regulatory landscape by gaining insights and compliance regulations. Equip yourself with the tools to ensure secure and compliant data practices within your administrative responsibilities. Join us to elevate your data management skills and stay ahead in the evolving landscape of compliance standards.

8 • Human-AI Collaboration in the Workplace

This session explores the synergy between human and artificial intelligence, focusing on effective collaboration and how AI can enhance human capabilities. Learn practical insights on ethical considerations to foster a harmonious human-AI partnership. Join us to navigate the evolving landscape, unlocking the potential for collaborative success in the workplace where human intelligence meets technological innovation.






REGISTRATION FORM

Please register me/us for
ELEVATING ADMINXPERIENCE NATIONAL CONFERENCE 2024

Please Tick

- April 24-25, 2024 | Kuching
 May 14-15, 2024 | Kuala Lumpur

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 www.trainingprovider.org

Do you intend to utilize HRDCorp Levy for this program? **Yes / No**

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We are enclosing a Bankdraft/Cheque No : amounting to RM for the above registrations.		
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Upon submission of this form, I have read and accepted the terms & conditions of the registration. Please attention the invoice to:		
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Position :
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		Date

ADMINISTRATIVE DETAILS

TERMS & CONDITIONS

**The Organizer reserves the right to make any amendments that are deemed necessary in the best interest of the conference*

1. General Information

VENUE	Kuching	Kuala Lumpur
DATE	April 24-25	May 14-15
CLOSING DATE	April 17	May 7

2. Registration Fees/ Per Delegate

FEES (RM)	Early Bird Rate (EBR)	Normal Rate (NR)
REGULAR FEE	2,999	3,299
STANDARD FEE	3,199	3,499

- The above fees is not yet inclusive of SST
- Regular Fees applies to regular delegates 3 times or more
- EBR applies to registration & payment received by Mar 25 (KCH), & Apr 15 (KL)
- The organiser shall invoice the differential sum in the event EBR fees are not received by the respective dates

3. Conference fees are inclusive of refreshments, luncheon, training materials & a Certificate of Accomplishment

4. Group Registration - Kindly call MRS for group registration special

1. Outstation participants are advised to call MRS before making any air-travel and hotel payments. MRS shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements.

2. Payment, Confirmation & Admission

An invoice shall be issued upon receipt of your registration form. Payment is required by the date stated on the invoice. Full payment is expected prior to the commencement of the conference. We reserve the right to refuse admission for registration that remain unpaid. A letter of Undertaking may be acceptable with prior notice and consent.

3. Substitution/Replacement of Participants

Substitutions are allowed at no extra charge provided MRS is notified in writing at least 10 working days prior to the conference wherein any substitute proposed thereafter, MRS may reserve its right to disallow such proposal and any substitution which may be accorded thereafter (if any), MRS reserves its right to add an additional charge thereto.

4. Cancellation of Participants

For Paid Registration	For Unpaid Registration
<ul style="list-style-type: none"> • 30 days before conference: Full refund or transferable • 14 days before conference: Refund minus 15% admin fee or transferable • Less than 14 days before conference: No refund but transferable • NO show: No refund and not transferable 	<ul style="list-style-type: none"> • 30 days before conference: No applicable admin fee • 14 days before conference: 15% admin fee chargeable • Less than 14 days before conference: Full fees chargeable and transferable • NO show: Full fees chargeable and not transferable

5. Postponement

While all care shall be taken to carry on the conference as scheduled, there may be circumstances that may deem it necessary for MRS to postpone or merge with another similar course. In such instance, participants hereby indemnify and hold MRS harmless from any cost incurred. Payment received will not be refunded but can be credited to MRS's other courses.

6. Permanent Cancellation

In the event of permanent cancellation by MRS of this conference and provide it is not postponed to a later date or merge with another course, a full refund shall be made for paid registrations and no applicable admin fee for unpaid registrations. Participants hereby indemnify and hold MRS harmless from any cost incurred.

7. I have read and consent to MRS processing our registration data in accordance with the Personal Data Protection Notice posted on www.trainingprovider.org. As such, I have discharged my responsibility of ensuring the information I provide herein is the most up-to-date information as possible.

MRS MANAGEMENT SDN BHD (275222-P)



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