

SHAPING TOMORROW TOGETHER



OPSA CONFERENCE 2025

CAPE TOWN: 19-21 NOVEMBER 2025

The OPSA Conference 2025 is aimed at building a sense of unity and shared purpose as we work together to achieve goals and drive positive change in the industry. Learn to engage in proactive planning, adapt to upcoming trends and empower each other to lead the way in the industry. Learn from each other (peer-to-peer learning), through panel and roundtable discussions, creative problem solving and facilitators.

WHAT'S ON THE PROGRAMME

Panel Discussion

OPSA professional members and subject matter experts will share their views on topics such as leadership and influence without a title, crucial conversations, the evolving skillset and the role of the administrative professional in building inclusivity and innovation.

Round table discussions

Discuss how AI and automation are reshaping responsibilities, building resilience in the workplace, sustainable practice in office management and cultural intelligence - building collaboration across diverse workforces.

Creative problem solving

Unleash your inner inventor and get the chance to think outside the box, collaborate with peers and bring unique ideas to life. Be ready to be inspired and showcase your creativity.

AT A GLANCE

- Panel discussion with OPSA professional members and subject matter experts - share and learn with the best!
- Peer-to-peer learning - sharing skills and knowledge with like minded individuals
- Round table discussions
- Creative problem solving
- Admin Survivor!!
- Networking event on the first evening i.e. dinner/outing
- Networking opportunities



**OFFICE PROFESSIONALS OF
SOUTH AFRICA NPC**

INVESTMENT

Members: R5700.00
Non-members: R6250.00



064 518 7993



info@opsa.org.za



www.opsa.org.za

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OPSA CONFERENCE 2025

PROGRAMME

CAPE TOWN: 19-21 NOVEMBER 2025

DAY 1

08h30 - 09h00

Welcome Tea and Networking

09h00 - 09h15

Welcome to Conference and House Rules

09h15 - 10h30

- Getting to know you
- Survivor Admin - Rules and Tasks
- Conference Scavenger Hunt Rules

10h30 - 11h00

Break and Networking

11h00 - 12h00

Key Note Speaker: Nomvula Moloko, OPSA Director

12h00 - 12h30

Survivor Admin Team Challenge

12h30 - 13h00

LUNCH

13h30 - 15h45

ROUNDTABLE DISCUSSION AND PRESENTATIONS

- The Future of Work: AI, Automation and Beyond
- Conflict Resolution
- Cultural Intelligence
- Crucial Conversations

15h45 - 16h00

Round up and close off for the day

DAY 2

08h30 - 09h00

Welcome Tea and Networking

09h00 - 09h15

Welcome to Day 2

09h15 - 12h30 (Break: 10h15 - 10h30)

PANEL DISCUSSION

- Leadership and Influence without a Title
- The Evolving Skills Set and the Role of the Administrative Profession in building inclusivity and innovation
- Managing Up: Building strong relationships with management
- Professional Development: Career growth and enhancement

12h30 - 13h00

LUNCH

13h30 - 15h45

CREATIVITY AND INNOVATION

- "Mystery Box Team Challenge"
- Design Thinking for Admins
- Creative Confidence
- Future Proofing your Career

15h45 - 16h00

Round up and close off for the day

19h00 - 10h30: Networking Event

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OPSA CONFERENCE 2025

PROGRAMME

CAPE TOWN: 19-21 NOVEMBER 2025

DAY 3

08h30 - 09h00

Welcome Tea and Networking

09h00 - 09h15

Welcome to Conference and House Rules

09h15 - 10h15

Guest Speaker

10h15 - 10h45

Conference Scavenger Hunt Roundup

10h45 - 11h00

Break

11h00 - 11h45

Survivor Admin Winner and Prize Giving

11h45 - 12h15

Certificates

12h15 - 12h30

Close Off and Thank You's

12h30

Farewell Lunch

YOUR HOSTS



Dawn Williams (OPSA CEO), Tholo Motaung (OPSA Director and Host, Nomvula Moloko (OPSA Director)

OPSA Conferences are designed for Administrative Professionals to be empowered and to empower. Conference sessions are made up of roundtable discussions and problem solving, peer-to-peer learning and panel sessions with subject matter experts.

Sessions are facilitated by Dawn, Tholo and Nomvula who have each been working actively in the industry for over 25 years.



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REGISTRATION FORM
OPSA CAPE TOWN CONFERENCE
FOR ADMINISTRATIVE PROFESSIONALS 2025
INVESTMENT: Members: R5700.00 | Non-members: R6250.00

Please complete the details below and email to admin@opsa.org.za to secure your booking.

Job Title:

Full Name:

ID Number:

Work Contact Number:

Email Address:

Dietary Requirements:

Cell Number:

Company:

VAT Registration Number:

Company Address:

Date I would like to attend: 19-21 November 2025 (Cape Town)

TERMS AND CONDITIONS

- **Full payment must be received 7 working days before the Conference.** If payment has not been received by this date and an arrangement has not been made, a 20% late payment administrative charge will become applicable, and the delegate will be moved to the next available Conference.
- Cancellations made in email to admin@opsa.org.za before 7 working days of the Conference will be accepted.
- Cancellations made less than 7 working days before the Conference will be liable for the full fee.
- A tax invoice will be issued on successful registration and proof of payment must be emailed to admin@opsa.org.za before the Conference commences.
- Substitutes are welcome at no additional costs provided name(s) are provided prior to the Conference by email to admin@opsa.org.za
- No show/absent delegates will not receive refunds of Conference fees.
- The delegate's signature with the Manager's signature on the registration form is assumed to mean a confirmed registration and payment is due on presentation of invoice.
- OPSA reserves the right to cancel or reschedule the Conference due to unforeseen circumstances.

I hereby acknowledge that I have read and agree to the terms and conditions.

Signature of delegate: Date:

Signature of Manager: Date: