



The Association for  
Office Professionals of South Africa NPC

## 2024 CALENDAR

OPSA is not a training provider. We are a SAQA registered Professional Association whose aim is to professionalise the administration industry. All Masterclasses and conferences are allocated with CPD points for maintaining professional designations and for continuous learning. The Masterclasses and Conferences are designed to keep you up to date with the skills and knowledge required in the workplace as an Administrative Professional.

[www.opsa.org.za](http://www.opsa.org.za) | **064 518 7993** | [info@opsa.org.za](mailto:info@opsa.org.za)

Note: The deadline date for submission of registrations for an event is 7 working days prior to the start date!

Annual Conferences	<b>Johannesburg:</b> 26-28 June 2024 (2.5 days) <b>Cape Town:</b> 20-22 November 2024 (2.5 days)	
Administrative Excellence Awards	<b>Johannesburg:</b> 26 June 2024 The Awards will be held in the evening on the first day of the Johannesburg conference	
Masterclass: Professional Designation	<b>Johannesburg</b> 8-12 April 2024 15-19 July 2024 14-18 October 2024	<b>Cape Town</b> 6-10 May 2024 12-16 August 2024 4-8 November 2024
Masterclass: Business Administration	<b>Johannesburg</b> 15-19 April 2024 22-26 July 2024 21-25 October 2024	<b>Cape Town</b> 3-7 June 2024 19-23 August 2024 11-15 November 2024
Bootcamp for Administrative Professionals	<b>Cape Town</b> 2-6 September 2024	<b>Johannesburg</b> 16-20 September 2024
Advanced Masterclass: Administrative Professionals	<b>Cape Town</b> 3-5 July 2024	<b>Johannesburg</b> 28-30 August 2024