



# Conference 2026: The AI Shift

## What is happening and how it affects you



**Johannesburg 10-12 June 2026 | The Capital on the Park, Sandton**

### **Our goal is simple: to help you stay relevant, valued and future ready**

As administrative professionals, we stand at a turning point. Artificial intelligence is reshaping how work gets done, but it does not replace the heart of our profession. Instead, it gives us room to grow, lead, and contribute at a deeper level.

This conference is designed to support you with practical tools, real examples, and hands-on learning. Whether you are new to AI or already exploring it, you will find guidance that respects your experience and strengthens your confidence.

### **What the conference is about**

- Understanding the AI shift in plain language
- Learning practical skills you can use immediately
- Strengthening the human abilities AI cannot replace
- Building confidence to lead digital change
- Connecting with a community that supports your growth

### **What you will gain**

- Clear understanding of AI in the workplace
- Practical workflow and process design skills
- Confidence using AI tools in real scenarios
- A personal AI growth plan
- A renewed sense of purpose in your role



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# Conference Sessions

## Session 1: The AI Shift

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AI is already part of your daily tools. This session explains what is changing, why it matters, and how it opens space for more meaningful work. You will leave with a clear understanding of how AI supports - not replaces - your role.

## Session 2: From Task Doer to Workflow Designer

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You have always kept the office running. Now you can shape how work flows. In this session, we map real processes and explore how AI and automation can simplify and strengthen them. Practical, clear and grounded in your daily reality.

## Session 3: Human Intelligence: The Skills AI Cannot Replace

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AI can assist, but it cannot replace empathy, communication, discretion or cultural awareness. This session focuses on the human strengths that remain essential - and how to use them alongside AI to create workplaces that are both efficient and humane.

## Session 4: AI in Action: Real World Scenarios Every Admin Should Master

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Hands-on practice with everyday tasks: emails, meeting summaries, minutes, reports and more. You will see where AI helps, where it needs your judgment, and how to combine both for professional results.

## Session 5: Designing the AI Ready Office

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In this collaborative session, you will redesign a document or process using AI and human-centred thinking. It is practical, creative, and designed to help you take real solutions back to the workplace.



## Why This Conference Matters

Administrative professionals are not being left behind - they are becoming more strategic, more valued and more essential.

This conference honours your role, your experience and your future!

## DAY 1

**08h30 - 09h00**

Welcome Tea and Networking

**09h00 - 09h15**

Welcome to conference and house rules

**09h15 - 10h30**

Getting to know you and scavenger hunt

**10h30 - 11h15**

Key note speaker

**11h30 - 12h30**

**AWARDS FINALISTS PANEL INTERVIEW**

**12h30 - 13h30**

LUNCH

**13h30 - 14h15**

**SESSION 1: THE AI SHIFT**

**14h15 - 14h30**

Break

**14h30 - 15h45**

**SESSION 2: FROM TASK DOER TO WORKFLOW DESIGNER**

**15h45 - 16h00**

Round up and close off for the day

## DAY 2

**08h30 - 09h00**

Welcome Tea and Networking

**09h00 - 09h15**

Introduction to Day 2

**09h15 - 10h30**

**SESSION 3: HUMAN INTELLIGENCE - THE SKILLS AI CANNOT REPLACE**

**10h30 - 11h00**

Break

**11h30 - 12h30**

**SESSION 4: AI IN ACTION: REAL WORLD SCENARIOS EVERY ADMIN SHOULD MASTER**

**12h30 - 13h30**

LUNCH

**13h30 - 15h00**

**SESSION 5: DESIGNING THE AI READY OFFICE**

**15h00 - 15h15**

Break

**15h15 - 15h45**

**SESSION 6: THE FUTURE IS HUMAN + AI**

**15h45 - 16h00**

Round up and close off for the day

## DAY 3

**08h30 - 09h00**

Welcome Tea and Networking

**09h00 - 09h15**

Introduction to Day 3

**09h15 - 10h45**

**GUEST SPEAKER**

**10h45 - 11h15**

Break

**11h15 - 12h30**

Photos, certificates, feedback, prize giving and close-off

**12h30 - 13h30**

Farewell lunch

## AWARDS AND GALA DINNER

Not only do you get to meet the finalists of the OPSA National Administrative Awards 2026 during the panel interview on the first day of the conference, you are invited to join us for the gala dinner where the winner will be announced.

Date: 10 June 2026

Time: 19h00 - 22h30

Venue: The Capital on the Park, Sandton

Cost: Free for conference delegates



**OFFICE PROFESSIONALS OF SOUTH AFRICA NPC**





REGISTRATION FORM  
**OPSA JOHANNESBURG CONFERENCE**  
**FOR ADMINISTRATIVE PROFESSIONALS 2026**  
INVESTMENT: Members: R6250.00 | Non-members: R6750.00

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**Please complete the details below and email to [admin@opsa.org.za](mailto: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: 10-12 June 2026 (Johannesburg)

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**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](mailto: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](mailto: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](mailto: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: .....