



Sun City, 26 – 28 June 2017

Siyangqoba, together with Leadership 2020, invites all Office Professionals to join us on our 18th Office SA Conference “Brand New Me!”

“Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending” - Carl Bard

What would you like to be BRAND NEW in your life? Would it be a brand new brain? A brand new attitude? If possible, would you renew your body? Your mind? You will be surprised at the power of your mind and your personal ability to develop new habits which bring new results. What are you looking for in your professional career? Are you content with your current job level?

You were born to do amazing things and it is possible in your daily job to have an amazing impact on the world out there – all you have to do is use your mind to tell you that it is possible and then follow success steps that propel you from ordinary to amazing, amazing to spectacular, spectacular to irresistible.

Yes that's it – join the OFFICE 2017 - BRAND NEW ME Sun City Conference and reprogram your I.D. (Irresistible Differentiator)!

This conference will work on your heart, your reason for being, your abundance mind-set, your passion, your commitment and most importantly your mind!

The Mind is a powerful thing – we look forward to engaging your mind body and soul at Office 2017 - BRAND NEW ME Conference!

“Mind is a flexible mirror, adjust it, to see a better world.”
 – Amit Ray, *Mindfulness: Living in the Moment - Living in the Breath*

26 June 2017

09:00

Buses to collect delegates from OR Tambo and Menlyn Park Shopping Centre

12:30 – 14:00

Registration, lunch and relaxation!

14:00 – 15:00

Check-in at the Cabanas/Main Hotel

15:30 – 16:30

Why Am I Here?

Leadership 2020

An interactive presenter-led session developing a reason for belonging and participating in the conference. The session speaks to the potential of the next two days and provides a personal introspection, which engages in personality, personal preference, participation, passion and perseverance!

19:00 – 23:00

Welcome Dinner

Enjoy an energy-filled evening and the celebration of A BRAND NEW ME! Add spice to the event by dressing up in anything that makes you look amazing, spectacular and irresistible!

27 June 2017

07:00 – 08:30

Breakfast

09:00 – 09:15

Welcome to a Brand New Day

Felicia Mabuza Suttle



09:15 – 09:30

An interactive ice-breaker to prepare delegates for the hours ahead!

09:30 – 10:30

Adding Value Without Effort

Linda Ntuli

Once we identify what we are good at, adding value becomes easy. How do you identify how to add value in the environment you are in? How does the environment within which you work and all other type of distractions affect your ability to add value?

This one-hour session focuses on building onto the customer service value-adding part of your persona. Linda uses classic examples of how we can add value without effort in serving customers and our internal eco system.



10:30 – 11:00

Mid-morning refreshments

11:00 – 12:00

Socially My Boss Is

Warren & Misha Daniel

This couple discuss the social media universe and focuses on how office professionals can use social media to represent their companies. Up to date and current views of who is using what and how social media works in different spheres. This husband and wife duo also teach on the spot techniques to socially savvy audience members and demonstrate effective use and choices made when branding in social terminology.



12:00 – 13:15

Lunch

13:15 – 14:15

Re-Branding Me

Timothy Maurice Webster

The audience is engaged in a collective rebranding exercise and the set of rules and ways that we brand ourselves are taught.

Shared insights from the floor drive the session using the panel to steer the conversation. The shared insights are valuable research items that form a position of being for each person who contributes.



14:15 – 15:15

Work vs. Service Needs vs. Value

Buyani Zwane

Do you come to work to work or to serve? What is your mindset when at work? Delegates are taken on an important journey and the concept of work is demystified. The negative associations connected with the word 'Work' can have a limiting effect on the output of the individual. Learn how to change your work mindset to a service mindset using simple keys for success in the environment in which you spend most of your time.



15:15 – 15:45

Mid-Afternoon Refreshments

15:45 – 16:45

Panel Discussion: The Power of Presence and Personal Power

Felicia Mabuza Suttle

This is aimed at inspiring participants and sharing strategies to empower them to move up the career ladder of success.

17:00

Close of day

28 June 2017

07:00 – 08:30

Breakfast and Check out

09:00 – 09:30

Opening Keynote

09:30 – 11:00

Build Bridges – Not Walls

Dr Toni Luck

In LIFE and at the

workplace, you will come across obstacles and speed bumps that obstruct your view, progress and test your persistence.

Dr. Toni Luck presents on How To Build Bridges, to enable your journey to keep moving in work and in life.

The positive outcomes from movement and its impact on your relationships will determine your altitude, meaning how high you can climb. Delegates will learn critical factors and personal skills/personality traits that will enable a nurturing, building and developmental mentality.

11:00 – 11:30

Mid-morning Refreshments

11:30 – 12:30

Develop Potential from

Nonsense

Donna MCallum

In every negative situation, there is a positive outcome and approach that you can take towards it. How do you look for the positive way out from each and every conflict you are involved in? How do you de-tangle yourself from entanglements and avoid being entangled in the future?

Learn how to take on a positive approach to life and the situations it throws at you. The emphasis is on 'How To Get What you Want' by understanding more about the power of the mind and how you can control the way your mind thinks.

12:30 – 12:45

Close of Conference

13:00 – 13:30

Buses will depart for OR Tambo and Menlyn Park Shopping Centre. Lunch packs will be served.



Investment

R 14 600 excl VAT
(Single accommodation)

R 13 600 excl VAT
(Sharing
accommodation)

R 1 000 surcharge will be
charged for
accommodation at Sun
City Main Hotel

The price includes bus
transfer from
Johannesburg
(International Hotel, OR
Tambo Airport) and
Pretoria (Menlyn Park
Shopping Centre),
accommodation,
conference
documentation, venue,
meals, speakers and an
Attendance Certificate.



Booking Form

Delegate and Conference Information

Conference Name:

Delegate Name & Surname:

Single/Sharing & Hotel:

Position:

Delegate Cell Number:

Delegate Work Number:

Delegate Email:

Dietary Requirements (Please specify):

Company/Account Details

(please complete everything for billing)

Trading Name of Client:

Register Company Name:

Client VAT Number:

Company Registration Number:

Accounts Contact Name:

Client Physical Address and Postal Code:

Client Postal Address and Postal Code:

Province/Country:

Accounts Contact Email:

Business Contact Name:

Tel Number of Client:

Business Contact Tel Number:

Fax Number of Client:

Business Contact Email:

Office Tools

Please tick the correct box should you want to book with an optional Office Tool. This fee will be added to the training fee before VAT is added.

- Samsung S6 Phone R 8 699 excl VAT
- Samsung Galaxy Tab R5 300 excl VAT
- Laptop R4 700 excl VAT

Bank Details

Account Name: Siyanqoba Seminars
Bank: Standard Bank
Branch Code: 012445
Account Number: 012216755

Cancellations

No shows at the conference will still be liable for the full conference price. A substitute delegate is welcome at no extra cost.

You may cancel your registration, in writing, up to 10 working days before the conference, incurring a 20% cancellation fee or 20% transfer fee to the next conference.

Cancellations made inside of the 10 days will be liable for the full fee.

Unfortunately, no refund can be given to delegates who do not attend or cancel within 10 days of the conference.

Proof of payment is required prior to the conference and confirms the booking.

Confirmation

Contact Siyanqoba if you do not receive communication outlining participation details one week prior to the event.

Send your Booking Form to:

cindy@siyanqoba.co.za
Tel No: (012) 998-3668

Signature

I hereby acknowledge that I understand and agree to the terms and conditions of my registration.