

CONFERENCE PROGRAMME

18 SEP 2025



08:00 - 09:00

Registration and networking refreshments

Conference moderator: Mbali Mkhize

- Enjoy refreshments and meet other conference participants.
- Get ready for an insightful day ahead!



09:00 - 09:30

Welcome and opening remarks

- MUT Vice-Chancellor and Principal, Professor Nokuthula Sibiyi
- Overview of the conference theme and objectives
- Introduction to the potential of AI in revolutionising office support roles



09:30 - 09:45

Spotlight with the Keynote:

From the Executive Suite: Transforming Administration with AI and Insight – Mr Sandile Mahlaba, Microsoft Executive & EAC Patron



09:45 - 11:00

Master Class:

The future of office administration – Integrating AI into Everyday Tasks

Speaker: xxxxx

The examination of emerging trends in artificial intelligence (AI) reveals significant implications for office professionals seeking to enhance productivity, improve accuracy, and optimize workflows. By integrating AI technologies, individuals in administrative and managerial roles can harness advanced tools and methodologies that streamline processes, facilitate data analysis, and automate repetitive tasks. This session will highlight the transformative potential of AI in reshaping organizational practices and underscore the necessity for professionals to adapt to and leverage these innovations for improved operational efficiency and effectiveness.



11:00 - 11:20

Mid-Morning Break

- Refreshments and informal discussions

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11:20 - 12:10

AI-Powered Insights

Curating Key Takeaways from the Spotlight Session

Speaker: xxxxx



12:10 - 13:00

Master class:

AI in Project Management – Boosting Collaboration and Efficiency

Speaker: Danny Venter, Smart Technology Guru

Artificial Intelligence (AI) tools can significantly enhance the efficiency of project planning, facilitate task delegation, and streamline progress tracking. These innovative tools empower office professionals to effectively manage intricate projects, ensuring that all aspects are coordinated seamlessly to meet the expectations of their line managers. By leveraging AI capabilities, teams can optimise workflows, prioritise tasks, and monitor milestones, ultimately leading to improved productivity and project outcomes.



13:00 - 13:45

Networking Lunch

- Informal networking lunch to discuss the morning's sessions and connect with peers.



13:45 - 15:00

Master Class:

Time and diary management: Automating scheduling and prioritising tasks

Speaker: Sandile Mahlaba, Microsoft Specialist and EAC Patron

Artificial intelligence-driven tools are revolutionising calendar management by providing smarter solutions for organising schedules, prioritising urgent tasks, and automating the process of scheduling meetings. These innovative tools streamline time management, allowing users to focus on what truly matters while efficiently handling their commitments.

We will provide an engaging, hands-on demonstration of the top AI scheduling tools available, showcasing how they seamlessly integrate with existing systems to enhance productivity and ease of use. This session will highlight the practical applications of these tools, helping you leverage technology to optimize your daily operations.

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15:00 - 15:15

Afternoon Tea and Networking break

- Coffee and light snacks



15:15 - 16:00

Session 3

Minute-Taking with AI – Revolutionising accuracy and efficiency

Speaker: Teboho Semmelink, COO, GoDigital, SA

The utilization of artificial intelligence (AI) in the context of minute-taking and meeting documentation presents an innovative approach to enhancing organizational efficiency and effectiveness. By harnessing advanced AI algorithms, it becomes feasible to record accurate meeting minutes, succinctly summarize discussions, and generate actionable follow-up tasks with minimal manual input. This automation not only reduces the administrative burden on participants but also ensures a higher degree of precision and comprehensiveness in documentation.

By adhering to these best practices, organizations can optimize the impact of AI in enhancing their minute-taking processes, ensuring that critical insights and action items are accurately captured and effectively communicated.



16:00 - 16:15

Day 1 Wrap-Up & Q&A