



SOLERS
MANAGEMENT INSTITUTE

DUBAI 2025 ANNUAL INTERNATIONAL CONFERENCE

22nd to 26th September, 2025

www.solersmi.org



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About the Solers Annual International Conference

ABOUT THE SOLERS MANAGEMENT INSTITUTE ANNUAL INTERNATIONAL CONFERENCE

The SOLERS Annual International Conference on management and organizational development is a multidisciplinary symposium that focuses on enhancing management and leadership practices. Each year, the conference provides for the exchange of current knowledge, resources and best practices from around the world that are relevant to strengthening human resource and institutional capacities for sustainable development.

The principal aim of this conference is to provide a platform for management practitioners to share experiences and best practices in the management of organizations. The conference brings together a wide audience of management practitioners, policy and decision makers and other stakeholders, including development partners and academicians, to collaboratively deliberate on defined topics.

The conference is organized in a tripartite mode: plenary sessions, break-away conferences and field excursion. The plenary sessions mainly focus on modern and emerging crosscutting issues in management and Leadership of organizations, while the breakaway conference sessions focus on stand-alone themes in administration, Leadership and Human Resource, Finance and Procurement. On the other hand, the field excursions and learning about the host country will entail guided tours on identified tourist attractions.

The conference is organized by Solers Management Institute and sponsored by organizations that are dedicated to developing their human resources in management. These organizations make commendable contributions by enabling their staff to participate.

Key conference objectives

- To share with participants new knowledge skills and best practices in modern management
- To stimulate debate among participants to share experiences with regard to management policies, systems, strategies and practices.
- To provide a platform for networking and collaboration to further improve management and Leadership in Africa.

ANNUAL INTERNATIONAL CONFERENCE FOR EXECUTIVE SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE PROFESSIONALS

Theme: “Be strategic, Remain Professional”

Meeting today’s dynamic work expectations requires Executive Secretaries, Personal Assistants and Administrative Professionals to possess a new set of skills in order to effectively fit in this demanding role. Clients expect Executive Secretaries and Personal Assistants to provide quick answers and effective solutions, managers expect results and peers expect continuous support. To balance these divergent demands, Administrative Professionals must be tactical, strategic, focused, and proactive.

This invaluable conference is intended to discuss how Executive Secretaries, Personal Assistants and other Administrative Professionals can be Strategic, yet remain professional. It will explore modern management practices required of an Executive Secretary and Administrative Professional amidst the effects of Artificial intelligence.

Conference benefits;

- Utilize Knowledge and skills on strategic diplomacy to manage office operations.
- Minimize customer complaints by creating a customer focused culture that puts customer satisfaction at the forefront.
- Adopt modern ideas and innovations that ensure smooth running of the office and become an indispensable administrator.
- Effective ways to manage your own life, a life of constant change and constant interruptions.
- Tap into your creativity to always anticipate, be ahead, prepared and have the right solutions.

Breakout Session Papers;

- Strategic diplomacy for office Operations
- Reinventing yourself; Life, career and family
- Strategic insight and office systems innovation
- Customer focused culture for public offices
- Agility, endurance and emotional intelligence
- Modern tools for effective information sharing and management
- Strategize but remain professional.

Who should attend; Executive Secretaries, Personal Secretaries, Administrative and Executive Assistants, Office Management Secretaries, Customer care and Front Desk Officers, and other Administrative Professionals



ANNUAL INTERNATIONAL CONFERENCE FOR DIRECTORS, SENIOR MANAGERS , HUMAN RESOURCE MANAGERS AND OFFICERS

Theme: “Reshaping the Role of HR, Unlocking Potential”

Great leadership requires a combination of power, knowledge and communication. Leaders and Senior Managers in public and private sector organizations are endowed with power which should be tapped to inspire innovation, motivate their teams and accomplish organizational goals. This power in most cases remains untapped to execute strategies, ensure compliance and make one a leader who inspires innovation.

The world of work is changing fast, changing employee expectations, emergence of new technologies, increased globalization and a whole turbulent business environment. To effectively meet these changes HR has to respond accordingly, to reshape its role if tomorrow’s workplace is to meet the realities of the current work environment.

To fit well in the ever-shifting global network of contractors, business partners and outsourced providers, organizations need a more diverse range of solutions. This conference will present strategies to leverage innovation, improve efficiency and foster continual change to transform the work place.

Conference benefits;

- Implement strategic organizational change for improved quality, productivity, innovation, engagement and employee satisfaction.
- Conquer modern human resource management challenges.
- Have knowledge, influence and power to coach, mentor and build strong cohesive teams.
- Assess how your personal leadership style impact son change, strategy and those around you.
- Leverage technology to enhance the contribution of the HR function to an organization.
- Transform your HR department from a stand-alone function to one that is integrated with other management functions.
- Deepen your understanding about Power tools and strategies for turning the organization around.
- Establish ways to inspire innovation, commitment and timely results.

Breakout Session Papers

- The new role of HR; Strategy, IT and talent management
- HRD in a highly volatile, global and knowledge-oriented age
- Levering technology contributions and taming risks
- Power, knowledge and effective leadership
- Turning a diversity into an opportunity
- Acting with power to turn around the organization
- Meeting the demand for an ideal work-life balance
- HR as a strategic business partner
- Recent human resource challenges
- Knowledge sharing, innovation and engagement.
- Progressing on the vision: actualizing your dream
- Mindset, motivation and leadership
The winning team; fostering improved performances

Who should attend; Chief Executive Officers, Managing Directors, Principal and Permanent Secretaries, Heads of Departments, Undersecretaries, Commissioners, HR Directors, Managers and Officers, General Managers and all other Senior Managers and Officers in the Public and Private Sector.



ANNUAL INTERNATIONAL CONFERENCE FOR FINANCE MANAGERS, AUDITORS AND PROCUREMENT PRACTITIONERS

Theme: "Refining Risk Oversight and Management"

The identification and management of risk is an integral part of a sound management and governance framework in both the public and private sectors. Organizations are faced with risks relating to strategy and program me, operations, public private partnerships, inter- agency partnerships, as well as risks related to legal compliance. Finance Managers, Internal Auditors, Accountants and Procurement officers are expected to identify, mitigate, evaluate and respond to the entity's risks in the interest of stakeholders.

This conference will explore a new approach to manage the ever increasing complex risks and how to adopt a risk-based approach to strategy and internal control.

Conference benefits;

- Learn how to assess, manage and mitigate risk within the finance and procurement functions.
- Develop strategies for risk management and their integration in the organization's operations architecture.
- Know modern trends in the systematic and strategic approach to the identification, analysis, and
- mitigation of risk in procurement and finance.
- Accurately design and know how to implement appropriate risk management policies and procedures.
- Master key skills needed to design an effective risk management infrastructure.

Papers to be discussed;

- Fiduciary risk in public sector operations
- Evaluating risk management policies strategies and processes
- Modern risk in public procurement
- Identification and management of project risks
- Risk responsibilities and the culture of risk awareness
- Audit risk assessment and Management
- Design and implement risk management infrastructure

Who should attend; *Chief Finance Officers, Procurement Managers, Procurement Officers, Finance Managers, Accountants, Internal and External Auditors, Financial Analysts, Finance Officers, Budget Officers, Parliamentary Public Accounts and Social Service Committee members, Staff working for oversight bodies, Project Managers , Donors and all those involved in tracking and ensuring that public expenditure creates the desired positive impact*



General Information about the Conference

Every year the Solers Management Institute Annual International Conference brings together Directors, HR Managers, Officers and finance professionals from across the region that are striving for excellence and are looking forward to knowledge sharing, networking and learning opportunities. This is a must-attend event for anyone interested in transforming the way they work and looking forward to a creative future.

Who are the speakers?

Our Seasoned and dynamic speakers come from a variety of backgrounds with years of experience in their fields of presentations. We have invited seasoned speakers and motivators. Please visit the conference page on our website for details on the sessions and the Presenters.

Crosscutting issues

There will be plenary sessions to discuss the major cross cutting issues resulting from the previous conferences as suggested by participants and other pertinent issues affecting our social and professional life. These sessions will adopt an open space format where any volunteering conference participant has an opportunity to prepare in advance and present a discussion paper. (All papers to be discussed should reach SOLERS two weeks prior the conference.

Registration

Registration for SOLERS Annual International Conference is open to anyone who is willing to attend, you can register online on our website www.solersmi.org or you can send us an email or call the conference coordinator on the numbers in the application and contact information section.

Fees

The fee is only **2000 USD** covering workshops, coffee breaks, lunch, copy of all papers, formal dinner and a tablet to take home. Early bird and multiple registration discounts are available.

Accommodation

Accommodation can be booked separately at the conference venue at conference rates or at a large range of other hotels and guest houses within walking distance. SOLERS is willing to help you while making your reservations.

We encourage you to email, [**admin@solersmi.org**](mailto:admin@solersmi.org) or [**support@solersmi.org**](mailto:support@solersmi.org) so we can anticipate demand for accommodation and facilities. Of course this involves no obligation, but the information will be reviewed by the organizing committee in designing the final program. You will also be advised via email the travel arrangements from the airport, visa requirements and the tentative cost of accommodation.



Shopping

Dubai is a home of top shopping malls, premiere shopping destinations with everything ranging from extremely high end boutiques to bargain basement outlet malls





CONFERENCE NOMINATION FORM

APPLICANT'S NAME:.....

COURSE/PROGRAMME TO ATTEND:.....

DATE OF CHOICE AND WEEKS ESTIMATED:.....

SPONSORING ORGANISATION:.....

VENUE OF TRAINING:.....

NAME OF AUTHORISING OFFICER:.....

TITLE:.....

SIGNATURE OF AUTHORISING OFFICER:.....

OFFICIAL STAMP AND DATE

PARTICIPANTS PHONE NUMBER:.....

FEES PAYMENT MODE:.....

CASH ☐ EFT ☐ T.T ☐

BANK DETAILS:

BENEFICIARY BANK

Stanbic Bank Uganda Limited

SWIFT CODE: SBICUGKX

Branch: William Street

BENEFICIARY DETAILS:

Account Name: Solers Management Institute Limited

Account Number: 9030021852197

EMAIL: admin@solersmi.org or info@solersmi.org or solersmi@gmail.com

NB: This form must be filled, scanned and returned to Solers /Management Institute at least a week before commencement of the training/conference

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