



# SECRETARY CONFERENCE

## Beyond Administration: 'The Strategic Evolution of Today's Secretary'

### 2026



DAY 1: 29 APRIL 26, 9.00AM - 5.30PM | DAY 2: 30 APRIL 26, 9.00AM - 2.00.PM

THE ROYALE CHULAN DAMANSARA

**STAND-UP  
PERFORMANCE**

**AI SAVVY FOR  
SECRETARIES**

**COMMUNICATION  
FOR  
PROFESSIONALS**

**FUTURE-PROOF  
LEADERSHIP**

**WORKPLACE  
WELLNESS**

**FREE HEALTH  
SCREENING**

**SOCIAL &  
NETWORKING**

**LUCKY DRAW  
PRIZES!**

**RSVP:**

conferences@mef.org.my  
019-633 0292 (Ticket Sales)

oliveyusof@mef.org.my  
019-359 8220 (PIC)

**LOCK IN YOUR CHANCE TO WIN!**

- 2D1N Premium Stay in Langkawi/Pangkor/Cherating
- Shopping Vouchers
- And many *many* more!



## ABOUT THE CONFERENCE

Amid shifting workforce trends and increasing regulatory demands, secretaries play a critical role in safeguarding compliance and organisational resilience.

The MEF Secretary Conference 2026 equips employer-facing secretaries with practical knowledge, sound professional judgment, and future-ready skills to confidently support management and strengthen their organisations.

At the same time, connect with peers, spark new ideas, and enjoy an engaging and lively performances!

## CONFERENCE OBJECTIVES

- To elevate the strategic role of corporate catalysts in governance, HR, compliance, and organisational effectiveness.
- To sharpen practical skills, professional judgment, and the confident use of modern tools in a fast-paced environment.
- To strengthen professionalism, resilience, and personal presence—building sustainable, future-ready careers.

## WHO SHOULD ATTEND?

- Executive Directors
- Secretaries
- Personal Assistants
- Special Officers
- Office Managers
- Administrative Managers
- Administrative Officer

## WHY YOU SHOULD ATTEND

- ✓ Master the skills to navigate strong personalities, conflicting expectations, and sensitive workplace dynamics without compromising your credibility.
- ✓ Manage employment compliance and documentation confidently
- ✓ Handle workplace disputes and sensitive situations professionally
- ✓ Navigate workplace digitalisation, AI, and data protection
- ✓ Elevate your role from support to strategic contributor

# Day 1 Agenda

29 April 2026 (Wednesday)

TIME	PROGRAMME
8.00AM - 9.00AM	REGISTRATION
9.00AM - 9.10AM	SAFETY BRIEFING/VIDEO
9.10AM - 9.25AM	WELCOME ADDRESS Y.BHG. DATUK DR. SYED HUSSAIN SYED HUSMAN, P.J.N., J.P. PRESIDENT, MALAYSIAN EMPLOYERS FEDERATION (MEF)
9.25AM - 9.45AM	KEYNOTE ADDRESS SPEAKER: YB NURUL IZZAH BINTI DATO' SERI ANWAR (TBA)
9.45AM - 10.00AM	MORNING BREAK WITH FREE FLOW COFFEE TEA & SNACK
10.00AM - 11.00AM	BEYOND ADMINISTRATION: FUTURE PROOF CORPORATE CATALYST SPEAKER: TBA
11.00AM - 12.00PM	WORKING WITH DIFFICULT STAKEHOLDERS SPEAKER: TUAN SYED FARID SYED ABU BAKAR AL IDRUS SENIOR CONSULTANT, CERTIFIED TRAINER
12.00PM - 1.00PM	AI IS YOUR UPGRADE: AMPLIFY YOUR IMPACT SPEAKER: MS. SUZEE JALANI, FUTURE SKILLS & AI ADVOCATE
1.00PM - 2.00PM	LUNCH BREAK
2.00PM - 3.00PM	CORPORATE ETIQUETTE AND GROOMING SPECIALIST SPEAKER: MS. SARA ROSLI & MS. FARA AZREEN TRAINER CORPORATE IMAGE CONSULTANT, CERTIFIED TRAINER
3.00PM - 3.30PM	ENTERTAINMENT SHOW DOUGLAS LIM, POPULAR MALAYSIAN ACTOR & STAND-UP COMEDIAN
3.30PM - 4.30PM	MENTAL HEALTH TOPIC STRESS & RESILIENCE: BUILDING A MINDSET THAT WORKS SPEAKER: DR MOHANA MOORTHY CERTIFIED CORPORATE WELLNESS TRAINER
4.30PM - 5.00PM	LUCKY DRAW 10 PRIZES
5.00PM - 5.30PM	SOCIAL NETWORKING & EVENING BREAK
5.30PM	END

# Day 2 Agenda

**30 April 2026 (Thursday)**

TIME	PROGRAMME
8.00AM - 9.00AM	REGISTRATION & BREAKFAST
9.00AM - 10.00AM	LEADERSHIP THROUGH GLUE: THE POWER OF CONNECTION & COORDINATION  SPEAKER: DATO' SERI ROSMAN MOHAMED CHIEF EXECUTIVE, MALAYSIAN EMPLOYERS FEDERATION (MEF) PROFESSOR OF PRACTICE, PUTRA BUSINESS SCHOOL (UPM)
10.00AM - 10.15AM	MORNING BREAK WITH FREE FLOW COFFEE TEA & SNACK
10.15AM - 11.15AM	COMMUNICATION FOR PROFESSIONALS & PERSONAL BRANDING  SPEAKER: MS. DAPHNE IKING AWARD WINNING ACTRESS, CERTIFIED SPEAKER
11.15AM - 12.15PM	PERSONAL WELL-BEING & CAREER LONGEVITY  SPEAKER: MS. ATILIA HARON CERTIFIED CELEBRITY FITNESS INSTRUCTOR
12.15PM - 1.00PM	PREVENTIVE HEALTH & SCREENING AWARENESS BREAST CANCER FOUNDATION AWARENESS TALK  SPEAKER: MS. SUMITRA SELVARAJ GENERAL MANAGER, BREAST CANCER WELFARE ASSOCIATION MALAYSIA
1.00PM - 1.15PM	LUCKY DRAW 10 PRIZES
1.15PM - 2.15PM	LUNCH
2.15PM	END

# YES, I'M IN!

## CONFERENCE FEE

MEF Members	Non-Members
RM2,250.00 per pax [inclusive of 8% SST]	RM2,550.00 per pax [inclusive of 8% SST]

### EARLY BIRD DISCOUNT

5% discount for Early Bird (Registration) by/before:  
20 March 2026;

#### And/Or

5% discount for Group registration with 3 or more participants  
(members & non-members).

**SCAN HERE**

## PAYMENT

- Upon receipt of the registration, a proforma invoice would be issued to companies that apply for HRD Corporation's grant application. Only proforma invoice will be sent instead of invoice and no payment is needed subject to HRD Corporation's approval.
- An invoice for payment would be issued to companies that will not apply for HRD Corporation's grant application. Registered participants who will not apply for HRD Corporation's grant application must pay full fees before the event.
- Payment by Bank deposit/Online transfer to Account No: 105280002422, Affin Islamic Bank Berhad in favour of MALAYSIAN EMPLOYERS FEDERATION.
- A copy of the transfer slip and invoice number should be e-mailed to:
  - [natasya@mef.org.my](mailto:natasya@mef.org.my)
  - [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my)
  - [accounts@mef.org.my](mailto:accounts@mef.org.my)

## ENQUIRY & REGISTRATION

- General Line - 03 - 7498 7200 | Email : [conferences@mef.org.my](mailto:conferences@mef.org.my)
- Olive Yusof - 019 3598220 | 03 - 7498 7208
- Musfirah Liyana - 019 6330292 | 03 - 7498 7234

## IMPORTANT NOTE FOR CONFERENCE PARTICIPANTS

- Any cancellation of attendance must be communicated to [conferences@mef.org.my](mailto:conferences@mef.org.my) at least 7 days before the event or MEF will proceed charging the full fees.