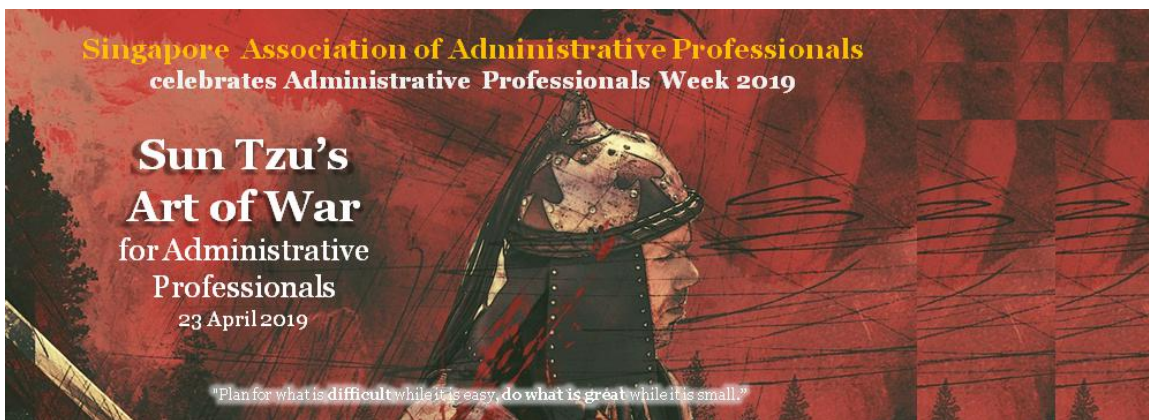




Singapore Association of Administrative Professionals

Administrative Professionals Week (APW) 2019

SAAP Management Council, together with the Administrative Professionals Week Organising Chairman are in full force to celebrate the APW with upcoming professional development programme, themed dinner and a fun-packed closing event!



Visit www.saap.org.sg for more details on the events.

NEW MEMBERS

SAAP warmly welcomes the following new Fellow Members and encourages their involvement in the Association's activities. We encourage all members to express their interest in joining any of the Standing Committees.

Name	M/No.	Designation	Company Name
Juvilyn Gotoman	F1591	Admin & Accounts Executive	Global Holidays Pte Ltd
Jazz Siau	F1592	Office Manager & Executive Assistant	Liberty International Underwriters
Christina Chong	F1593	Executive Personal Assistant	The St James Pte Ltd

CALENDAR OF EVENTS

Events – October 2018 to March 2019

SAAP Collaboration with HUONE Singapore – Administrative Professionals Series – 12 October 2018

SAAP collaborated with HUONE Singapore @ Clarke Quay to make the Friday afternoon a productive one.

More than 40 administrative professionals from various industries including SAAP members attended this Administrative Professionals Series presented by Hi Spark, titled “Visual Persuasion – Creating Outstanding Powerpoint Slides that Communicate”, followed by high tea. Participants also toured HUONE Singapore to discover fun and creative meeting venues for the corporate events.



Management Council 2018/2019 Installation Ceremony at 2Halves @ Happy Day, NTUC Club - 10 November 2018

It was a blissful Saturday afternoon where 30 members and non-members witnessed the solemn moment of the installation of our new Management Council 2018/2019.

The programme commenced with a buffet lunch followed by the Management Council 2018/2019 Installation Ceremony. The Management Council 2018/2019 comprised the following members:

- ❖ Josephine Kwan – President
- ❖ P Sumathi – Vice President
- ❖ Grace Seow – Honorary Secretary
- ❖ Helen Seah – Assistant Honorary Secretary
- ❖ Crystal Lee – Assistant Honorary Secretary
- ❖ Jasmine Lee – Honorary Treasurer
- ❖ Daisy Wee – Assistant Honorary Treasurer
- ❖ Ruth Ooi – Membership Chairman
- ❖ Sim Siew Gek – Programme Chairman



President Josephine Kwan also gave her President's Message.



President's Message

Management Council 2018/2019 Installation Ceremony 10 November 2018

Once again, a warm welcome to SAAP members and guests.

This term marks my third and last term as President and I would like to extend my gratitude to the Council Members and members who have shown their confidence in me.

I am also truly grateful to the experienced past and new council members who are continuing or have come forward to serve SAAP for the term 2018-2019.

Being a council member of the Association for the past ten years has indeed proved to be both a challenging and rewarding experience. I have continued to grow a positive mind-set and sustained my passion throughout these years. Establishing friendships and developing fellowship with members were assets which made my work much easier. I gained invaluable experience on leadership skills, organisational skills, confidence in communication and many more.

However, I lost something..... Hmmmm.... What did I lose? You guessed it – “a lot of sweat” when I had to attend various events and in addition, fulfil my duties as SAAP President.

Yes, indeed, I would continue to encourage past council members as well as all members to step forward to join the Management Council or Standing Committees to experience the rewards of volunteerism.

SAAP – Association

2018 has been a fruitful year with the launch of our new website in May, thus increasing SAAP’s visibility. Amendments needed to update the Association’s Constitution were proposed by the Constitution Committee and passed at our 47th Annual General Meeting in August. In September, five members attended the 24th ASA Congress in Papua New Guinea. Our Advisor cum ASA Coordinator, Margaret Chan Wee, will share more Congress highlight later.

More recently, the collaborative event with HUONE Singapore on 12 October was very successful in terms of participation and feedback. The Management Council will continue to explore partnerships and we encourage members to participate actively.

Our aim remains to develop accredited programmes for member and non-member admin professionals to enhance our role in the workplace.

SAAP Members - Be Future Ready Administrative Professionals

New developments in technology, automation are becoming more and more common in the workplace these past few years. Nevertheless, no matter how advanced technology becomes, I strongly believe that leaders and executives will still depend on a competent assistant. Why do I believe so? Because any machine can execute tasks which have been programmed. However, only human beings can make value-added decisions based on inter-personal experience and intuition.

Have you also noticed how consumer items and even textbooks state an expiry date? This applies to our academic or competency certifications too. To stay relevant and prepare ourselves for the future, a major shift is needed in our behaviour, mindset and dynamic competencies. Thus, I encourage administrative professionals to take personal responsibility for our own professional development and for developing our own career path.

I wish you good health and success in your career.

Thank you



SAAP values the loyalty of its members and we presented SAAP Loyalty Award to 30th year, 20th year and 10th year members.



The event also included the Inauguration Ceremony of new members.

Members and guests also enjoyed the talk on “Making Happiness a Habit” and “How to Create Your Free Digital Name Card”.



Lo Hei Dinner @ Ban Heng Restaurant - 15 February 2019

Members had an enjoyable night tossing up good fortune, followed by a delectable meal.

The dinner saw a night of fun as members took part in interactive games closely related to Chinese New Year customs and traditions.



Talk on Communication Style - At Your Best - 21 March 2019

Members had a fruitful time learning about their dominant communication style through a self-assessment quiz. After an engaging talk by trainer Janet See, the members applied what has been taught instantly through partner activity and gained more confidence to communicate effectively.



Presented by Janet See
At NTU Alumni House at Marina Square

President, Management Council and Sub Committee Representation at External Events

U Future Leaders Summit 2018 - 4 October 2018

Social Media Committee Members Maria Zuletua and Sandy Heng attended the U Future Leaders Summit held on 4 October 2018 at The Star Performing Arts Centre. The full day Summit included high-powered sharing by leaders. This Summit also empowered people to ride the digital wave and cultivating a growth mindset in accelerating innovation and work efficiency to develop a strong Singapore core of agile digital talents.



U Associate Exchange Presents: Unleash the Potential of Your Social Media Marketing Efforts – 8 October 2018

President Josephine Kwan attended a 2-hour workshop on how to create meaningful and impactful engagements with our target audience with features from Facebook and Instagram and gained insights on why and how some brands have achieved viral success.

How Can Your Association Remain Relevant? - 13 November 2018

President Josephine Kwan attended the workshop organised by NTUC U Associate and the speaker shared ways to explore current and future trends and its impact on the association and techniques to help us to identify and understand our members' unmet needs.

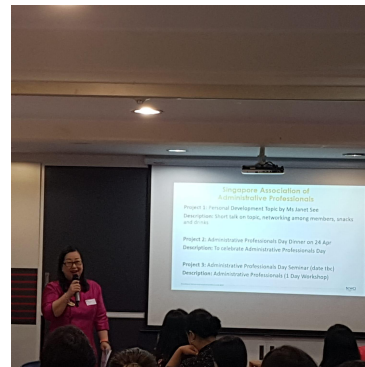


U Associate Leaders' Circle - 9 January 2019

President Josephine Kwan and Vice President P Sumathi represented SAAP and attended the U Associate Leaders' Circle on 9 January 2019. This was a closed-door dialogue session with Deputy Secretary General, Mr Koh Poh Koon.

Singapore Council of Women's Organisations (SCWO) Presidents' Forum & Annual Lo Hei Lunch - 16 February 2019

Honorary Secretary Grace Seow and Assistant Honorary Secretary Helen Seah represented SAAP at the Lo Hei luncheon. It was a gathering of various women's organisations from all over Singapore. Grace also shared forthcoming activities to SCWO members and welcomed all for any enquiries.



*"Just don't give up trying to do what you really want to do.
Where there is love and inspiration, I don't think you can go wrong."*
— Ella Fitzgerald



Editorial Committee

Co-Editors: Grace Seow & Crystal Lee
Ex-officio: Josephine Kwan

Disclaimer: The views expressed in this newsletter are solely and wholly the respective contributors' own and in no way are to be construed as representing the only views or policies of the Association