



**ADMINISTRATIVE PROFESSIONALS WEEK**

**SAAP celebrated Administrative Professionals Week 2019 with a line up of three events spanning across 23 to 27 April 2019**



**WORKSHOP – 23 April 2019**

The **Sun Tzu's Art of War** for Administrative Professionals was held at NUSS Guild House Suntec City, Singapore.

After a short welcome breakfast and networking, Facilitator BP Lim welcomed all delegates and handed out the reference guide for the workshop.

For this 1-day workshop, delegates were actively engaged in learning the 3 Chapters, namely:

- *Laying Plans (The Art of Winning);*
- *Waging War (5 keys to Victory); and*
- *Attack by Stratagem (Strategic Offence)*

BP Lim's professionalism had impressed delegates and he was able to draw delegates to share their experiences and connecting to the 3 Chapters. In turn, delegates were able to understand the application of the Art of War's strategies in our daily lives. Delegates are looking forward to continuing to explore the other 10 Chapters of "Sun Tzu's Art of War". We thanked BP Lim for customizing this workshop for the administrative professionals specially to celebrate Administrative Professionals Week!





**ADMINISTRATIVE PROFESSIONALS DAY (APD) DINNER - 24 April 2019**

The APD Dinner 2019 Organising Committee came up with the theme “SAAP Goes Bohemian” which often referred to as Boho Chic. The style of dressing focused on free and flowery fabrics and was popularized during the 1960s and 1970s.

The Committee decorated the theme booth which attracted many guests to take good memorable photos.

The dinner was attended by 64 members, guests as well as their bosses and supervisors. We also noted that many members and guests were dressed to the theme.



President Josephine Kwan welcomed all members and guests and updated all on the SAAP activities. The highlight of the evening was the 40<sup>th</sup> year Appreciation Award presentation. The recipients were Serena Chew and April Tan.



SAAP presented the Outstanding Member Award 2018, a prestigious award conferred to Immediate Past President Regina Tan. She has been an active member, continuously contributing her services and leadership towards the association.



We continued the event with the Best Dress Award whereby five contestants were elected. Our engaging emcee, Ms Rukmani Davi demonstrated the catwalk and the five contestants had to showcase theirs. Our guest, Ms Ariel Lim won the Best Dress Award.



Another highlight of the evening was the Belly Dance performed by a belly dancer (who is a trainer at People’s Association) together with her student. They wowed the guests with their sexy belly moves. The spontaneous participation by the members and guests on the dancing floor also created much fun and laughter.

The night ended with the final lucky draw segment, which saw the top prize - hotel voucher stay at Karma Resorts, Bali for six persons being handed out to lucky winner Teo Ser Cher, our Past President.



We extended our appreciation to members and corporate sponsors for their generosity and strong support to the success of our event.



It was another occasion to remember for the concerted efforts put in by the APD Dinner 2019 Organising Committee (headed by Committee Chairman, Sumathi Packerisamy), which included President Josephine Kwan as Ex-Officio.



**Our appreciation to SAAP Members**

- Cynthia Ho
- Josephine Kwan
- Lucillia Leong
- Molly Lee
- Serena Chew

**Individual Sponsors**

- Annie Oon
- Kamini Jeykumar
- Rukmani Davi



**CLOSING EVENT – PICNIC PARTY 27 April 2019**

SAAP rounded up the active week celebrating Administrative Professionals Week with a closing event PICNIC PARTY at Pastamania@SMU. The place has a modern and comfortable setting and was a great place to catch up with friends.

Early comers enjoyed the countless “selfies” and “wefies” at the specially decorated SwissBake photo booth. The event

started with the cupcake decor competition and each team came up with the theme name and gave a short introduction. It was clear that everyone was enjoying and playing with buttercream, rice and star sprinkles, showcasing their never-seen-before creativity. A prize was awarded to the most creative team.

With some cleverly put together agenda, President Josephine Kwan and Honorary Secretary Grace Seow pulled off the event with refreshing segment, “Dress Up or Dress Down” quiz. It was nerve wrecking and hilarious at the same time using the “Kahoot” mobile app, thus creating countless fun moments. The most looked forward to, was to taste the wide spread of authentic European favourites including freshly made canapes, pastries and Kraftwich, accompanied by free flow of gourmet coffee and tea.

We were so well rewarded. SAAP members and guests gave the all thumbs up to the well-planned programme. It was indeed a very memorable and enjoyable event to mark the closing of APW 2019.

A big “Thank you” to our sponsor - SwissBake, their team and the SAAP organising team.





## PRESIDENT ADDRESS @ ADMINISTRATIVE PROFESSIONALS DAY – 24 April 2019

Dear Members and Guests

Very good evening to everyone.

Since I joined the Administrative Profession, Administrative Professionals Week means so much to me as it is the worldwide celebration of we, its practitioners, as professionals in our own right.

SAAP, as the Association representing Administrative Professionals in Singapore organises memorable events every year to commemorate the week. Management Council 2018-2019 and the Administrative Professionals Day Dinner 2019 Organising Committee have worked hard to present this year's memorable events.

Yesterday, we conducted a full day workshop "Sun Tzu's Art of War for Administrative Professionals" which was specially crafted for our profession. Tonight's Administrative Professionals Day dinner is another highlight of the week.

The success of this dinner is due to the efforts put in by the APD Dinner Organising Committee. I would like to express my heartfelt gratitude to the Committee Chairman, Sumathi Packerisamy and her team members Maria Lorena Zulueta, Carmen Villeta, Umami Ramli and Alice Guerzon. I would also like to thank, Cynthia Ho and Lum Xin Mun who assisted at registration desk.

Not to forget all of you present tonight, including SAAP member-sponsors, corporate sponsors, current members and past members for your unfailing support.

Other than my sincere appreciation to all, I am happy to share with you SAAP's activities and engagements:

- 1 Our Past President cum ASA Coordinator, Margaret Chan Wee, together with 4 members, attended the 24th ASA Congress which was hosted by the Papua New Guinea Association of Administrative Professionals (PNGAAP) in Port Moresby from 24 to 28 September 2018. The chosen theme was "*Administrative Dynamics: The WOW Factor*".
- 2 In collaboration with SwissBake - the APW closing event cum high tea will take place this coming Saturday at Pastamania, SMU. The theme is Picnic Party.
- 3 Renewal of the MOU with MDIS in April 2019 for another two years.
- 4 SAAP was again a supporting Organisation of Office Expo Asia 2019 & Singapore Premium Gifts Fair 2019 in July making it six consecutive years.

To enhance, the role and value of Administrative Professionals in the modern economy of the "Fourth Industrial Revolution", I am certain fellow professionals will agree that we must, embrace the changes, hone our skills by attending relevant development courses, workshops, and of course *active membership in SAAP!*

Talking of skills, would you like to make a guess which ability you can bring to your office to increase your creativity, energy levels and productivity? **Make a guess - Humor.** Yes, research has shown that humor can reduce anxiety, stress, depression. Similarly, laughter boosts our immune system and decreases stress.

Our health, both mental and physical, is our greatest wealth. So, while we are pursuing our passion in work or in society, it is important to take good care of ourselves and be Happy. Thank you.

**Josephine Kwan**  
President 2018/2019



**BATAM CITY TOUR 20 July 2019**

We had an awesome one-day trip to Batam on Saturday, 20 July 2019.

We took the 8.45 am ferry to Sekupang Terminal where we met our tour guide, a local Mr Yul and driver Benni. With no time for idling, we were brought to the iconic bridge in Batam, the Barelang Bridge.



We witnessed the chain of 6 bridges that connect Batam, Rempang, and Galang, Riau Islands. It was photo-taking time and an enjoyment of street food showcasing BBQ whole crabs, corn cobs, ice cream and sweet tasting otak otak. Next, we visited a local produce store of dry foodstuff like keropok, salted fish and chilli paste.

Some of us enjoyed a 90-minute Balinese massage at Majestic Spa, while the rest walked to Batam City Square for their retail therapy. How time flies when you are on a shopping spree.

We enjoyed a traditional Indonesian lunch buffet at Sari Bumbu Restaurant which included interesting dessert fare like refreshing drink tibun with chia seeds, tapioca or hoonkuey mix match with coconut and gula melaka. There was unlimited refill of watermelon and pineapple which were so welcoming and refreshing on a hot and humid day.

We were treated to coffee tasting at 70° Fahrenheit Koffie Batam. At the factory and showroom, we watched the roasting process of the original Balinese coffee beans at the factory and were introduced to the popular Pea Berry coffee bean and the exclusive Luwak coffee beans, the latter costing S\$118 per 500gms. Indeed, we did discover a few coffee connoisseur amongst our group.

We visited another nearby factory outlet, known as the Secret Gardens Gallery. The Secret Garden Gallery carries a desired line of beauty products in scents, soaps and essential oils.

Our final stop was to the one of the largest Buddhist temples in Southeast Asia, the Maha Vihara Duta Maitreya Temple. The spacious structure is dedicated to Maitreya, the laughing Buddha. We admired the many statues, showing the charming Buddha smiling, having tea, and communicating with 12 zodiacs.

*Did we say final stop?* Not really. We had an hour before checking in to our return ferry at 6.30 pm, so we did what was most expected of savvy; shop till drop at a nearby Mega Mall.

We had the very well-travelled, savvy, co-operative and understanding admin professionals, who know how to make the best out of whatever that's available. Their spirit of 'can do' made this trip particularly pleasant and enjoyable despite the searing heat at Batam.

~ 9 WAYS SMART ADMINS NURTURE NEW IDEAS ~

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|--|---|--|
| 1. Feed your mind.                                   | 4. Analyze the problem or challenge you are working on. | 7. Question the status quo.                  |
| 2. Think about something else. Sleep on it.          | 5. Develop your creative muscle.                        | 8. Focus on the future and what could be.    |
| 3. Seek problems to solve and challenges to take on. | 6. Keep an open mind.                                   | 9. Commit to continuous growth and learning. |



**ESSENTIAL OILS WORKSHOP – 19 August 2019**



13 ladies signed up for the exclusive event at Ayur Herba at Plaza Hotel, Beach Road. A representative from Young Living gave a talk on the variety of essential oils and their uses.

We learnt of the many health benefits which could be employed for some common health issues like insomnia, hair loss, diabetes and a host of wellness benefits.

We met a very talented medical doctor, Dr. Sangeetha who is the owner of Ayur Herba, speaker and philanthropist. She demonstrated the various massage therapies which are not only good for maintaining youthful looks, but also for relieving headaches, tiredness and some body discomfort.

Besides some introduction to new gadgets in the Ayur Herba, our attendees received specially concocted essential oil named after SAAP in a small bottle to bring home.

**ANNUAL GENERAL MEETING (AGM) - 31 August 2019**



SAAP convened its 48<sup>th</sup> Annual General Meeting (AGM) on Saturday, 31 August 2019 at Singapore Council of Women’s Organisations. Members networked during the buffet lunch, after which the meeting proper commenced promptly at 2 pm with a total of 26 members in attendance.

President Josephine Kwan thanked the Management Council 2018/2019 for their invaluable contributions during their term of service.



She presented the certificate of appreciation to outgoing Management Council members and sub-committee members who were present.

Then came to the time to nominate and elect a new President and Council. There were some tensed moments but all went well when the new Management Council was elected.

The internal auditors too were elected. They are Jasmine Lee and Ellis Yeo.



Members shared their constructive views during the AGM proceedings and the meeting ended at 5 pm with a vote of thanks to the Chairman and a warm welcome to the new Management Council 2019/2020.



**PPIS Women's Forum-Hari Raya Celebration  
6 July 2019**

**MANAGEMENT COUNCIL – REACH OUT**



SAAP was invited by PPIS Research & Engagement Department (RED) to attend their PPIS Post Hari Raya Celebration 2019 on Saturday, 6 July 2019 at the Royal Palm Clarke Quay Central. The event was attended by our Assistant Honorary Secretary, Helen Seah.

This was the 3<sup>rd</sup> consecutive year PPIS hosted the event and President Halimah Jacob was the Guest of Honour for this year event.

**MANAGEMENT COUNCIL REPRESENTATION**

S/N	EVENT NAME / DATE	ORGANISED BY	REPRESENTED BY
1	Maxwell House Extraordinary General Meeting / 28 June 2019	Maxwell House	President Josephine Kwan
2	Management Development Institute of Singapore (MDIS) Annual General Meeting/ 29 June 2019	MDIS	President Josephine Kwan
3	Chit Chat session on “Promote Advancement of Women in Singapore” with Associate Professor Muhammad Faishal Ibrahim, Senior Parliamentary Secretary (SPS) for Ministry for Social and Family Development / 4 July 2019	Singapore Council of Women’s Organisations	President Josephine Kwan
4	PPIS Women's Forum - Hari Raya Celebration / 6 July 2019	PPIS, Research & Engagement Department	Assistant Honorary Secretary Helen Seah
5	Office Expo Asia 2019 and Singapore Premium Gifts Fair / 10 July 2019	Bizlink Exhibition Services Pte Ltd	President Josephine Kwan



**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
Juvilyn Gotoman	F1591	Admin & Accounts Executive	Global Holidays Pte Ltd
Jazz Siau	F1592	Office Manager & Executive Assistant	Liberty International Underwriters
Christina Chong	F1593	Office Manager	Wu Summit Pte Ltd
Ednalyn Jacobe	F1594	Customer Service Administration	UPS SCS (Singapore) Pte Ltd
Kelly Teo	F1595	Administrative Assistant	Capital International Inc
Amy Yeo	F1596	Executive Assistant	Gensler Singapore Pte Ltd
Anna Regina Victoria Llaguno	F1597	Administrative Assistant	Chan Lam Construction Pte Ltd
Evelyn Lim	F1598	Secretary	Madam Ling Bakery

**UPCOMING EVENTS**

**FEBRUARY 2020**

**LO HEI DINNER**

**APRIL 2020**

**ADMINISTRATIVE PROFESSIONALS WEEK WORKSHOP**

**APRIL 2020**

**ADMINISTRATIVE PROFESSIONALS DAY DINNER**

**ADMINS ARE ASKED TO JUGGLE LOTS OF TASKS**

Tasks administrative professionals typically handle:

- Manage Calendars (64%)
- Plan Events/ Meetings (55%)
- Train & Supervise Staff (38%)
- Prepare Reports (58%)
- Screen Calls (54%)
- Coordinate Travel (24%)

**THEY'RE RESPONSIBLE, RESOURCEFUL AND GOOD AT MULTI TASKING**

Top 5 words that describe admins:

- Professional (55%)
- Resourceful (54%)
- Responsible (60%)
- Positive (53%)
- Multi tasker (53%)

Article from Quill.com

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