



PRESIDENT'S MESSAGE



Dear Members

Warm greetings for the festive season!

I am honoured to be elected as President for the term 2016/2017 at the 45th Annual General Meeting. As 2016 draws to a close, we hope to make our new resolutions for the year 2017, being healthy and positive are two items on my wish list. With a positive mindset and good health, we will succeed in every endeavour.

I am fortunate to have an energetic and “everything achievable” Management Council team to support SAAP as well as to overcome obstacles which may come our way. We believe all of us from different backgrounds can complement and supplement our talents to raise the profile of SAAP.

I would also like to thank the present and past Management Councils for their efforts to raise the status of SAAP in 2016.

1. SAAP strengthened our partnership with Management Development Institute of Singapore with the signing of the MOU in February 2015 as their Institutional partner
2. SAAP also signed the MOU with NTUC U Associate in February 2016 as one of their UA partners. Thus, SAAP plays an important role in identifying and addressing the needs of members and other Professionals, Managers and Executives (PMEs) in different sectors. We are also in the process of reviewing the feasibility of the Administrative Professionals Development Programme (APDP) with NTUC U Associate.

The Management Council 2016/2017 will continue to explore more collaboration opportunities with business partners to enhance privileges for our members and to generate more revenue to support SAAP. We will also look into setting up some other Task Forces eg. Young Member Task Force to assist the current Standing Committees.

Last but not least, we trust that all of you as Ambassadors of SAAP will come forward to promote SAAP at every opportunity that comes your way.

The next upcoming event is the “Lo Hei Dinner” as we celebrate the Chinese New Year. We look forward to see you there.

Wishing you a Healthy and Happy New Year!

Josephine Kwan
President 2016/2017

Inspiring Quote:

“When Action Meets Compassion, Life Changes” –Dave Ramsey

Times flies! It is 9 years since I first joined the Management Council and will be receiving my 10-year SLA Award in 2017. I am thankful to have met many charming and like-minded members with whom I keep in touch through council work and SAAP's events/activities.

Though there are added responsibilities to being the President, I believe it is important to maintain work-life balance and keep myself happy and healthy. How to make it work? Well, watch K-drama to release any stress and maintain 3 meals daily. I also like to read fiction books in both English and Chinese to keep up my language skills. Occasionally, I will catch up with friends to play badminton to stay alert.

Once again, thank you for your faith in me and my team. We are confident that with support from you and our industry partners, SAAP will continue to grow as a strong Association for the advancement of administrative professionals. Our goal is to see more of the young generation join this profession and enhance the status of SAAP.



President, Josephine Kwan



I previously served in the Management Council in the year 2007/2008 and gained a substantial amount of experience. I look forward to meeting the team of dynamic young professionals who are eager and enthusiastic in coming forward to serve. I believe our collaboration will bring the team to greater heights!

In my leisure, I love to go to the gym and some of the exercises I have done are Body step & Zumba (my favourite).

Vice President, Cynthia Ho

Hello Ladies

Being with SAAP Council for 5 years now has been a fruitful experience for me. Different views and perspectives make me more open-minded in looking at things and at the same time learning from it. SAAP has given me the opportunity to share my love for creativity. I just started a new job with Chan Lam Construction Pte Ltd and am looking forward to new learning within this industry. My way of de-stressing in our busy working life is to cook, being with good friends and travelling with family and close friends. I look forward to professional growth and to explore more while in the organisation.



Honorary Secretary, Maria L J Zulueta



Greetings to all members

I'm really grateful to be elected and being introduced as a new member of the Management Council team. It's a privilege to work with so many incredible women, each being a leader in different aspects of life. Women who are not only mother and wife but also dedicated to excellence at work. I look forward to broadening my horizon in my professional growth, exchange experiences, career advice and skill-building. At work, I'm an executive assistant working with a regional team of people across Asia Group Companies in Tokio Marine. In my free time, I practice yoga. I am also open to new experiences and gastronomic finds. I'll love to share my inspiration from yoga and to join in dialogues on good food, travel places and adventures.

Assistant Honorary Secretary, Sandy Heng



Dear all, I am Ho Lee Boon, a new member of SAAP. I am glad and honoured that the Advisors and Senior members have given me the support, encouragement and opportunity to serve the Management Council as the Assistant Honorary Secretary. This is an exciting time to be working at SAAP and looking forward to our management council meetings and upcoming events. I am currently working as a Senior Executive (Admin) cum Personal Assistant to CEO in the National Youth Council. To find the right balance between heavy workload and family, I will cook every Sunday. Cooking together with my family gives us a time to bond and share together. Gardening is my hobby and I will make time for my gardening every day without fail.

Assistant Honorary Secretary, Ho Lee Boon

Hi there. I am Serene Chee, a new member of SAAP and with the encouragement from senior member. I am with the Management Council now.

I'm working as an Administrative Executive in Construction Industry and have been deeply involved with Administrative work since the past 20 years. I enjoy working in a multinational company. We have colleagues who come from China, India, Malaysia, Myanmar, Philippines and Thailand. Therefore we have lots of different kinds of tidbits when they return from their leave.

Last but not least, I'm a proud and happy mummy to my 19-year old son who is studying Aerospace Technologies. He is well behaved, independent and able to study on his own and doing well in his subjects.



Honorary Treasurer, Serene Chee

It's been more than 2 years since I've served on the SAAP Council – first as Honorary Treasurer (for 2 terms), and now as Asst Hon Treasurer for the current 2016/2017 term. For someone whose cup of tea is administration rather than finance and accounting, it has been a good exposure for me during this period in spite of the somewhat steep learning curve. Quite strangely, it has also turned out to be an interesting ride after all, although this subject is complex and tedious...and one has to be really meticulous to be able to spot inaccuracies and discrepancies. Some of you would have seen me around, especially if you had attended our last 2 Lo-hei dinners which I helped to organize and coordinate together with my fellow council members. We hope you did have a blast over the good food and good fun on those evenings...not forgetting the gifts and prizes! We do look forward to seeing more of you join us at the next Lo-Hei dinner with SAAP in Feb 2017!

My pet interests include reading, music, movies, house-keeping (this one, no choice), travelling, adventure outings, family gatherings, chill-time with friends, and helping out in selective meaningful missions.

Assistant Honorary Treasurer, Jennifer Chang

It is good to be back serving in the council this year as the need arises. As SAAP registers a decline in membership over the years, I would like to reach out to you from time to time to find out your aspirations for SAAP, and how we can bring SAAP forward with creative ideas and feedback from you, our fellow members. I hope that you will reach out to me if you have issues about membership matters as much as I try to reach out to you.

Since working with a regional team of people at Nestle Singapore Pte Ltd, I embrace the diverse ways of working and communication; to understand and be understood; to be able to look at the other person's perspective; to show respect and empathy.

On a personal note, I enjoy walking trails with a group of "trekkie" friends during the weekends to keep my blood pressure down and legs strong. I also cook and get spiritual retreats during the week ends and which are therapeutic for my mind, body and soul.



Membership Chairman, Ruth Ooi

23rd ASA Congress

Advisors, Margaret Chan Wee and Sim Siew Gek represented SAAP at the 23rd ASA Congress held in Manila, Philippines on 24 to 29 September 2016. Altogether there was more than 300 foreign and local delegates from 14 ASA member countries attended the Congress. It has been confirmed that the 24th ASA Congress will be hosted by the Papua New Guinea Association of Administrative Professionals (PNGAAP) in 2018.

Both Margaret and Siew Gek hope that SAAP will form a larger contingent for this Congress.



SCWO Presidents' Forum

On 5 November 2016, the Singapore Council of Women's Organisations held a Presidents' Forums for its member groups. SAAP was invited to the event.

President of the SCWO, Dr June Goh, opened the forum with an update on SCWO's recent activities in the advancement of women's rights. The showcase of a video clip by an advertising agency, DoodleRoom impressed and captured the essence of the key topic of the day, presenting historic moments through a timeline in vibrant scribble drawings of women who had made it to the SCWO Hall of Fame. These ladies were pioneers in various aspects of Singapore's history including healthcare, law, education and sports.

Mr Eric Chin, Director of National Archives of Singapore presented his sharing on the importance and principles of good record-keeping and archiving of information. The NAS seeks to "Identify and acquire, conserve and preserve, and share our records." He said that he recognised that there may be information overload in the internet age, with multiple emails and instant photos. He declared, "It is impossible to keep everything" but suggested that "archiving demands rigorous selection" and to keep things "in context to fully understand them."

Ms Josephine Kwan, President of SAAP introduced SAAP and promoted SAAP's effort for Year 2017 in development of Administrative Professionals Development Program (APDP).

Management Council 2016/2017 Installation Ceremony

Another significant event for SAAP was the Management Council 2016/2017 Installation Ceremony held on 12 November 2016 at Bliss House in Clarke Quay Central. The ceremony was hosted by Ranjana Rajwani and 26 members attended and witnessed also by non-members.

During this event, we welcomed six (6) new members. The new members who were inaugurated included:

1. Cherine Cheong
2. Serene Chee
3. Sandy Heng
4. Ho Lee Boon
5. Audrey Ung

One new member, Ling Soo Hiang was unable to attend.

After the inauguration of new members, we proceeded with the Installation of Management Council 2016/2017 followed by the traditional cake-cutting ceremony.

President, Josephine Kwan, presented her welcome address after the installation. She encouraged members to continuously support the Association and the new Management Council team.



Another highlight was the presentation of SAAP Loyalty Award to dedicated members who have been with the Association for 30 years. The 2 recipients were Cynthia Ho, the newly-elected Vice President and Outstanding Member 2013 who was present to receive her award; and Kim Tan, a Past Council Member was unable to join us.



We also presented a token of appreciation to Ms Regina Tan, our Immediate Past President for serving SAAP as President from 2013 to 2016.

Speaker, Ms Iva and her team Jovlyn and Sam from local beauty entrepreneur “We are Hermoso” presented an educational talk on hairstyling. Our members were happy to be the models and Jovlyn showed her skills and applied different hairstyles to them. All of us received a stalk of rose and small token with compliments from “We are Hermoso”.

President, Josephine also extended her sincere gratitude to our fellow council members, member volunteers, and our invited speaker who have contributed their time and effort to make this event a success.



NTUC U Future Leaders Summit 2016

Aptly themed ‘Embracing Transformation in the Digital Age’, the U Future Leaders Summit 2016 accentuated the digital revolution and explored just how extensively this era has altered the nature of our jobs and the way we work.

Held on 18 November 2016 at Suntec Singapore’s Convention & Exhibition Centre, SAAP Council team attended the event during which NTUC Secretary-General Chan Chun Sing and leading industry leaders engaged with participants through various dialogues and panel discussions.

Professionals, managers and executives gained more insight and perspectives on future-readiness during discussions on embracing technology, coping with change. The networking opportunities were useful in helping them learn more about how to stay relevant and grow in their respective careers.

“The impetus for our working people to be future ready is more urgent today than perhaps ever before, “said Mr Chan Chung Sing.

VOLUNTEERS WANTED

We welcome all members to come forward to join the Standing Committees for Education, Membership, Programme and Public Relations to bring out the best of the events.

If you are able to volunteer your time, simply call us at 6323 7523 or email SAAP Honorary Secretary: hon.secretary@saap.org.sg

REPORT ON ADMINISTRATIVE PROFESSIONALS DEVELOPMENT PROGRAMME (APDP) SURVEY RESULTS

As requested during the 45th AGM held on 27 August 2016, one of the first tasks for Management Council 2016/2017 was to carry out a survey on the feasibility of the Association launching the Administrative Professionals Development Programme (APDP).

In order to ensure as large a number of respondents as possible, an online as well as hard copy survey was carried out together with an incentive e-voucher for redemption at any SAAP event, valid until 31 August 2017.

A total of 30 survey forms were received from members and non-members of whom 57% were either very interested or interested to take up the APDP, with 17% stating they were not sure. Interestingly, 70% of the respondents had attended a training/workshop or seminar in the past year, 53% of whom were sponsored by their employer.

Only 26% indicated their non-interest or inability to take up the APDP. Reasons given varied from family commitments or having already taken up the topics proposed.

Below is the detailed breakdown of responses on the proposed topics.

APDP Topics	Level of Interest				Total
	Very interested	Interested	Least interested	No Comments	
Event & Project Management	8	13	6	3	30
Financial literacy in a support role	8	9	10	3	30
Technology tools for greater efficiency	8	14	4	4	30
Effective Communication in a Global Economy – business writing and verbal communication	13	9	5	3	30
Interpersonal skills for self-awareness (include stress management)	12	10	5	3	30
Build and lead high performance teams & Negotiation and conflict management	8	11	8	3	30

With the encouraging feedback on the interest level based on the survey results, the APDP team will meet NTUC U Associate to further discuss the feasibility of the programme: how to fine tune the modules, duration of such a programme and its eligibility for subsidies from relevant agencies.

APDP Team (Past Presidents - Marlar Lwin, Sim Siew Gek, Regina Tan and President - Josephine Kwan)

SAAP supports Effective PAs & Executive Assistants Workshop organised by Pacific Conference Pte Ltd.
SAAP members will enjoy a 10% discount and please quote " ES6- SAAP1" upon registration.

For more information, please contact **Ms Joyce Goh** at (65) 6592 7355 or joyce@conferences.com.sg



2-Day Practical Workshop on:

Effective PAs & Executive Assistants

16 - 17 February 2017, Singapore

MEMBERSHIP PRIVILEGES

The Association has selectively sourced additional membership privileges for all members.



Savio Staff Travel is a one-stop exclusive personal travel portal. SAAP commenced this partnership in July 2015 and members will benefit from their travel products worldwide at lower prices all year round. Members will also be able to purchase discounted tickets for all local attractions.

To book and enjoy these perks, simply log in to your Savio account. If you have not registered yet, please register at <http://www.saviost.com/registration/landing.aspx?Cold=2080>



SAAP is in collaboration with **Cerebos Pacific Limited (BRAND'S®)** to extend a special membership privilege to you to bring abundance to your workplace.

You will be receiving their exclusive corporate discount throughout our monthly eblast for the year 2017.

UPCOMING EVENTS

LO HEI DINNER

Wednesday, 8 February 2017
Yan Palace Restaurant

ADMINISTRATIVE PROFESSIONALS DAY DINNER

Wednesday, 26 April 2017

ADMINISTRATIVE PROFESSIONALS DAY SEMINAR

Details will be announced later

Do you know?

trendingnow #sports

Swimming helps to build self-esteem and confidence in children with special needs!



There is now increasing demand for swimming lessons tailored specially for children with special needs. Swim schools and coaches Channel NewsAsia spoke to said demand has been going up, particularly in the last one to two years.

#trendingnow #hawkerfood

Why not try this...

After the release of Singapore Michelin star guide 2016, the inaugural edition for the food-obsessed city-state, many were queuing to try Michelin star Hill Street Tai Hwa Pork Noodle star.

Why not try KKM? The soup base is undeniably delicious and the mee hoon kuay has are thick chewy slices of heaven. Yummy! Tip is to avoid going during night-owl times.

Ke Kou Mian: Block 163, Gangsa Road, Singapore 670163 | Opening Hours: 02:00 – 12:00 (Closes on Wed)

#trendingnow #technology #automotive

Singapore's self-driving cars can now be hailed with a smartphone

Much like Uber's self-driving test, select Grab users will get the chance to hail one of NuTonomy's driverless vehicles by tapping the special "robo-car" icon in the Grab app. Pick-ups and drop-offs, though, will only occur in a 1.5-square-mile section of Singapore called North 1, which has been designated by the city-state's Land Transport Authority as the testbed for self-driving cars.

#funfact #thesmartlocalsg

'Hug Me' Coca-Cola machine in Singapore

Located at the National University of Singapore, the first 'Hug Me' Coca-Cola machine dispenses a bottle of Coke when a person wraps his or her arms around the machine! That's just so cute!

Money definitely can't buy love but it can sure get you some Coke to quench your thirst!



#funfact #health

The smallest muscle in your body is the **stapedius muscle**, which is barely over **one millimeter (1 mm) long**.

This muscle stabilizes the stapes in your ear, protecting it from the intense vibrations of loud sounds.

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