



SAAP is proud to announce the launch of our brand new website, www.saap.org.sg on 1st May 2018.

The website revamp project had spanned across a period of 4 months, spearheaded by the **Social Media Committee**. We had endeavored to make this project a step-change effort to modernize and enhance the image of SAAP webpage and to realize a stronger online brand identity for the Administrative Professionals in Singapore.

Key Achievements:

1. Singapore Administrative Representative Community in alignment with Singapore Government Digitization Directions

Uplift online presence (Branding 24/7) with the objective of enhancing the value of Administrative Professionals in Singapore.

2. Webpages had been recreated to be mobile responsive to cater to the new hyper connected workplace.

Enhancement features had incorporated additional digital forms to streamline administrative process. Both current and new members can enjoy the convenience of online membership sign up, membership renewal and e-registration for **SAAP** events.

What does it means for SAAP's members?

1. Leverage this Portal, share your achievements to admin@saap.org.sg.

We would like to encourage you to view our Members' achievements.

2. Member Login - Designated for Member only at <http://www.saap.org.sg/index.php/login-form>

Call to action

We strongly encourage our Member and Ambassador of **SAAP to explore the new website, promote and share this with your colleagues or friends in the administrative professional field.**



Social Media Committee

Left to right: Maria Zulueta (Member), Sandy Heng (Chairlady), Josephine Kwan (Member)

Photo Credit – SAAP Administrative Professionals Dinner 2018

NEW MEMBERS

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

Name	M/No.	Designation	Company Name
Crystal Lee	F1584	Business Secretary	Omron Asia Pacific Pte Ltd
Sabrina Majid	F1585	Office & Finance Manager	AJ Walter Aviation Singapore Pte Ltd
Gracelda Malonzo	F1586	Admin Executive	Singapore Mobility Corporation Pte Ltd
Shereen Ng	F1587	Admin Manager	FN Herstal Far East And Australasia Pte Ltd
Umami Ramli	F1588	Project Secretary	Modec Offshore Production Systems (S) Pte Ltd
Carmen Villeta	F1589	Business Development Executive	Entraco Marine Engineering Pte Ltd
Clancy Chia	F1590	Personal Assistant	Canadian International School

CALENDAR OF EVENTS

April 2018

Administrative Professionals Week - 22 to 28 April 2018

Administrative Professionals Day Dinner -25 April 2018

SAAP Administrative Professionals Day (APD) Dinner 2018 was a success, with a good turnout of 60 members and non-members which everyone enjoyed the evening.

It was really good to see all dressed to the theme "One Night in Shanghai" in beautiful and elegant cheongsams.

Our emcee, Qing Hong has engaged the crowd so well with fun activities of games and singing performances. The evening was lively and fun. Besides lucky draws and members draw, there was also a best dressed award. We really had a good time, enjoying a sumptuous 8-course Chinese dinner accompanied with nice music and songs.



Heartiest congratulations to our Grand Prize winner, Ms Patsy Tan for winning the 1st Prize of a 3-day/2-night stay at a 3-bedroom Pool Villa at Karma Kandara Beach Resorts Bali with daily breakfast for up to 6 persons. Ms Margaret Yong won the 2nd Prize of an Economy Return Air Ticket to Bangkok sponsored by Thai International Airways. We were grateful to all our generous sponsors, and member sponsors for the gifts and prizes.

There was also a segment on “Birthday Celebration” for members whose birthday falls in April, coinciding with Administrative Professionals Week in April annually.



A big “Thank You” to all members and guests who had taken time and effort to support the APD Dinner. We look forward to another great event in 2019!

Credit of Appreciation

Corporate sponsors:

3M Singapore Pte Ltd
Bizlink Exhibition Services Pte Ltd
Blissfulthots
Jill Lowe International
Karma Group
Nestle Singapore Pte Ltd
Octopus Group
One Faber Group
Paper One
Prinks Design Studio
SO Sofitel Singapore
Thai Airways International

Individual sponsors:

Cynthia Ho (F0859)
Daniel Lee
Lucillia Leong (AM0045)
Margaret Chan Wee (LMF0082)
Molly Lee (AM0370)
Noraini
Regina Tan (F1483)
Serena Chew (AM0579)
Teo Ser Cher (F1122)



Personal Assistants and Administrative Professionals Masterclass -27 April 2018

In celebration of the Administrative Professionals Week 2018, ST Jobs Training organized a half day masterclass for administrative professionals on 27 April 2018 at SPH offices. In the workshop, participants learnt about Powerful Personal Branding, Clear Goals/Action Plan, People/Team Management Skills as well as Digital Branding.



The speakers include Apelles Poh who is an author, speaker & philanthropist; Jill Lowe, the Managing Director of Jill Lowe Group; Joseph Lee, Director of the Professionals Center as well as Ivan Wong, Partner of Queen Consulting Group.



Administrative Professionals Week – Floral Arrangements Workshop– 27 April 2018

Blissfulhots was one of the sponsors of The Administrative Professionals Day Dinner and they invited SAAP members to their complimentary floral arrangement workshop at One Raffles Place. The hands-on workshop was fun where participants learnt about basic floral arrangements. Both Management Council Members and Members attended.



June 2018

Executive Assistants Workshop - 7 & 8 June 2018

SAAP endorsed the Executive Assistants Workshop which was organised by Pacific Conference Pte Ltd. Our Vice President, Cynthia Ho represented SAAP and attended the 2-day workshop.

UA Exchange Talk – WSQ and Non WSQ Course Funding - 20 June 2018

President, Josephine Kwan, represented SAAP to attend this talk at NTUC Centre. Participants learnt how to get their courses funded and supported by Skills Future by becoming a WSQ ATO as well as the steps in getting your courses eligible for Skills Future Credit. This talk was well attended by various organizations.

38th SCWO Annual General Meeting - 30 June 2018

Josephine Kwan represented SAAP at the Singapore Council of Women's Organisations 38th Annual General Meeting held at SCWO Centre on 30 June 2018.

July 2018

NTUC UA Leaders' Circle - 2 July 2018

The NTUC U Associate Leaders' Circle was well attended by more than 60 U Associate leaders across 20 clusters and Josephine Kwan represented SAAP. The key highlights of the event include cross-sharing of essential future skill amongst the ecosystem, helping SMEs to navigate through disruptions and chart their career pathways as well as helping PMEs to protect their jobs.

PPIS Women's Forum – Hari Raya Celebration 2018 - 7 July 2018

The event was organised by PPIS, Research & Engagement Department (R.E.D) and attended by Honorary Secretary, Jennifer Chang.



TALK – Building Your EQ Through Better Communication Skills - 19 July 2018

We were privileged to have Apelles Poh, a motivational speaker and author of two best-selling books entitled "Live Well, Love Much, Laugh Often" (his first inspirational book which went on to be a national best seller) and his second book "Facts Tell, Stories Sell".

The talk "Building Your Emotional Quotient (EQ) through Better Communication Skills" was held at the training room at Professional Investment Advisory Services Pte Ltd (PIAS) on Thursday, 19 July 2018. It was well attended by 25 of us, comprising both SAAP members and non-members. Some of us who have heard of Apelles at SPH/ST Jobs Half-day Workshop – Administrative Professionals Master Class Series on 27 April 2018 looked forward to attending this talk to listen and learn some good communication tips from him. The evening's topic is useful for everyone as we all need to be aware that though IQ is important, EQ is equally important.

Apelles armed with his guitar and kickstarted his talk by entertaining us with 2 evergreen renditions by Emil Chau & Elvis Presley with the songs entitled "Friends" and "Can't Help Falling In Love" respectively and wowed the class with his great voice. Talented man indeed!

Apart from sharing with us on how to build up **our child's or spouse's Emotional Bank Account through the languages of love** & learning about **the Parent, Adult and Child Ego states** inherent in each of us and how to transact with the effective ego-states, Apelles also shared some valuable insights and experiences on how to connect to people fast and to build up our EQ to enrich and empower our relationship with our family and colleagues.



He also presented some facts about taboo words to avoid at all times. Words can hurt or heal, discourage or inspire, destroy or build, and once said, can never be changed or taken back. Let us consider using the right words at the right time.

It was indeed an enriching session with Apelles - a fun, engaging and thought-provoking evening. I believe most of us took home with us the fabulous tips he had given. Apelles also signed his autograph in every book we purchased and it was indeed meaningful as all the proceeds from the sale of books went towards Children's Cancer Foundation.



Meeting with Christian Russell, Commercial Director - 24 July 2018

President, Josephine Kwan and Honorary Secretary, Jennifer Chang met up with Christian Russell, Commercial Director of Executive Secretary Magazine to explore collaboration between the two organizations.

UA Exchange Talk - Business Funding, Hiring & Training Support and Skills Future Advice by E2i - 31 July 2018

The event was organized by NTUC U Associate Exchange and attended by President, Josephine Kwan and Advisor, Regina Tan. With its extensive network of industry associations, training partners, Government agencies and community partners, e2i offers hiring, training and productivity solutions, to empower individuals and companies seeking skills and solutions for growth. Participants learnt how they can help their members and community with career planning and skills upgrading with the tools and resources from SkillsFuture Advice.



August 2018

UA Exchange Talk – Power up your planning: Apply Sun Tzu's Strategies from The Art of War - 21 August 2018

President Josephine Kwan and Honorary Secretary, Jennifer Chang attended this event with other Association's representatives.

The application of the below 5 factors in modern business context was one of the takeaways.

The art of war, is governed by five constant factors, to be taken into account on one's deliberations, in seeking to determine the conditions obtained in the field. These are: (1) The Moral Law, (2) Heaven, (3) Earth, (4) The Commander; (5) Method and Discipline.

(故经之以五事，校之以计，而索其情，一曰道，二曰天，三曰地，四曰将，五曰法)





47th ANNUAL GENERAL MEETING (AGM) - 25 August 2018

The 47th Annual General Meeting (AGM) was convened on Saturday, 25 August 2018 at 2 pm at the Singapore Council of Women's Organisations. Members networked during the buffet lunch and a total of 26 members attended the AGM.

President, Josephine Kwan thanked the Management Council 2017/2018, Advisors, Sub Committee Members and member volunteers for their valuable contributions throughout her term as President. She also reported on the Management Council's representation to various events/functions.



The following members were elected as the Management Council 2018/2019.

President – Josephine Kwan (F1510)
Honorary Secretary – Grace Seow (F1555)
Assistant Honorary Secretary – Helen Seah (F1409)
Assistant Honorary Secretary – Crystal Lee (F1584)
Honorary Treasurer – Jasmine Lee (F1532)
Assistant Honorary Treasurer – Daisy Wee (F1212)

Both Trixie Mok (F1161) and Joyce Ng (F1115) were elected as Internal Auditors 2018/2019.

The incoming Management Council 2018/2019 concluded to co-opt the Vice President at the 1st meeting.

The AGM ended at 4:30 pm with a vote of thanks to President, Josephine Kwan.

ASEAN Forum on Women's Economic Empowerment - 27 August 2018

President, Josephine Kwan was invited by SCWO to attend the ASEAN Forum on Women's Economic Empowerment at Intercontinental Hotel on 27 August 2018. The theme was **"Building Resilience and Harnessing Innovation"**.

The Guest-of-Honour was Madam Halimah Yacob, President of the Republic of Singapore.

Associations Forum - 28 August 2018

President, Josephine Kwan attended the workshop organised by Associations Forum on 28 August 2018 at the Marina Bay Sands having John Peacock, CEO of Associations Forum as the speaker. The workshop entitled **"Association Services and Growth"** was well attended by Council Members of various Associations.

September 2018

24th ASA Congress - 24 to 28 September 2018

The 24th ASA Congress was hosted by the Papua New Guinea Association of Administrative Professionals (PNGAAP) from 24 to 28 September 2018 at the Gateway Hotel, Port Moresby, Papua New Guinea. The chosen theme was *"Administrative Dynamics: The **WOW** Factor"*

In attendance were a total of 304 delegates and SAAP was represented by Past President cum ASA Coordinator, Margaret Chan Wee, Diana Koh, Lum Xin Mun, Patsy Tan and Sim Siew Gek.



Apart from the seminar, the Congress programme included a tour of the Parliament House, ASA Bazaar, Sporting Activities as well as the ASA Project Contest participated by eight (8) ASA Member Associations. The winner of the ASA Project Contest went to the Indian Association of Secretaries and Administrative Professionals (IASAP).



At the closing ceremony, the ASA President handed over the ASA flag and gavel to the President of SLAAPS. The Sri Lanka Association of Administrative Professional Secretaries will be hosting the 25th ASA Congress in 2020.

The Closing Dinner performances were put up by some ASA Member Associations. PNGAAP members from the various provinces decked out in colourful outfits performed dances showcasing their cultural heritage.

Our members expressed their great experience learning from the various speakers, the culture of PNG, making new friends and renewing friendships made with those from previous congress. They looked forward to the next Congress in Sri Lanka.

UPCOMING EVENTS



*Lo Hei Dinner –
15 February 2019*

*Talk - LinkedIn
DIY home spa workshop by Club Arome
Tea appreciation @ Tea Chapter
Talk - Lasting Power of Attorney
Short trip/Outings/walking tours*

*Administrative Professionals
Day Dinner – 25 April 2019*



Editorial Committee

Co-Editors: Helen Seah & Daisy Wee
Member: Josephine Kwan

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