



Singapore Association of Administrative Professionals (SAAP) was formed in 1971 and is a non profit professional body representing personal assistants, executive secretaries and office administrators from government offices, private and large multi-national corporations in Singapore.

PERSONAL LEADERSHIP & TEAM DYNAMICS

SAAP Annual Seminar 2010

REGISTER NOW!
Closing Date for Early Bird
Saturday, 5 June 2010

DATE 21 & 22 July 2010
TIME 8.30a.m. to 5.30p.m.
VENUE Coleman Room, Grand Park City Hall Hotel
10 Coleman Street, Singapore 179809

Participation Fee	Early Bird		Normal Rate	
	SAAP Member	Non-member	SAAP Member	Non-member
<i>Day 1</i> 21 July 2010	S\$260	S\$320	S\$300	S\$360
<i>Day 2</i> 22 July 2010	S\$240	S\$300	S\$280	S\$340
<i>Full Seminar</i> 2 Days	S\$460	S\$560	S\$500	S\$600
Closing Date	Saturday, 5 June 2010		Saturday, 3 July 2010	

SAAP's mission is to provide the learning platform that encourages and offers opportunities for members and the public to network, develop and advance in their administrative careers. SAAP organizes educational programs for the benefit of members and the public by relying heavily on corporate sponsorships and contributions by workshop speakers. For this reason, excellent programs and opportunities can and are brought to benefit members and public at a fraction of commercial costs. SAAP is grateful to all past, current and future volunteers and sponsors for making it possible to provide and support such benefits to everyone.

SYNOPSIS of the Seminar

*Understand personality styles
Enhance your personal effectiveness
Develop leadership skills
Interact and communicate with others
Manage relationships*

Administrators in today's organizations are entrusted with more responsible duties which require leadership, communication and interpersonal skills to enable them to be more effective in implementing and executing tasks. Leadership skills encompass personality, character and behavior. Hence the seminar topics would focus on how these traits could be enhanced for the individual to effectively execute, implement and discharge his/her responsibilities.

The topics will take the participants through understanding their role and responsibilities as administrators in their organization, interacting and communicating with internal and external parties, managing relationships and understanding personality styles to enhance their personal effectiveness and leadership skills.

Program

DAY 1 *Wednesday, 21st July 2010*

08:30 am Registration/Light Refreshments
09:00 am Opening Address
by SAAP President
09:10 am Welcome/Warm up
by Chairperson
09:15 am **Self-Discovery & Team Dynamics**
– Ms Janet See
12.30 pm Lunch
01.30 pm **Understanding Styles**
02.30 pm **Secrets of Interpersonal Communications**
– Mr Wekie Tay
05.30 pm Close

DAY 2 *Thursday, 22nd July 2010*

08:30 am Registration/Light Refreshments
09:00 am **Generational Diversity in Organizations**
– Ms Cheryl Liew
10.45 am **Speak with Confidence**
– Ms Violet Lim
12.30 pm Lunch
01.30 pm **Healthy Minds**
– Ms Janet See
02.30 pm **Peak Performance & Personal Leadership**
– Mr Chong Soon Onn
05:00 pm Summation
05:30 pm Close



Janet See is currently the Regional Human Resource Manager in the high-tech industry. An accredited Administrator of the MBTI® tool, Janet has conducted various workshops for sales, marketing and administration personnel in the Asia Pacific region. An avid supporter of Toastmasters International's educational program, Janet holds the title of Advanced Communicator Gold. Janet is a role model for continuous learning. She is a strong believer that learning changes you and "we become what we learn". With her background in Mass Communications and a Masters in Human Resource, Janet enjoys long walks, hiking, reading and poetry.

Self-Discovery & Team | *People are dynamic and each has unique behavioral preferences. Hence, we need to discover and understand our personality preferences and how they differ from others before moving on to enhancing the dynamics of a team. In teams, we confront issues every day. In this workshop we will address two core issues of communication and team culture & leadership and how these can contribute to team effectiveness. Discovering self is done using the authentic Myers-Briggs Type Indicator ® (MBTI®) tool which is by far the most widely used psychometric instrument. This interactive session with lively and fun learning experience will contribute to your self-discovery and positive contribution to team effectiveness.*

TOPICS & SPEAKERS' BIODATA



Wekie Tay, is an established regional Trainer, Public Speaker, Author and Professional Excellence Consultant. He has more than 19 years of experience in speaking and training for multi-national corporations, government agencies, organizations, and schools on topics ranging from Sales & Marketing to Creativity. He is also presently mentoring and coaching trainers, leaders, organizations, groups and individuals to enhance their professional excellence, relationships and communication.

The Secrets of Interpersonal Communication | Today, in the modern work scene, the importance of oral communication is largely evident and cannot be further emphasized. Interpersonal communication is a crucial scaffolding upon which relationships are built. This workshop aims to help you hone your ability to connect with your friends, build lasting relationships and leave indelible impressions on the people who matters.

- *Effective Interpersonal Communication With People*
- *Influence People To Deeply Relate With You*
- *Enhance Your Interpersonal Communication With Others*



Cheryl Liew-Chng, the CEO of LifeWorkz, is a recognized authority on career and work-life strategies. She consults with multi-national companies with regards to talent innovation, particularly in the area of recruiting, engaging and retaining women talent and Gen Y talent. Cheryl speaks frequently on HR matters at both national and international platforms, including The Conference Board and the Alliance for Work-Life Progress in the USA. Cheryl is the author of Talents Onboard and co-author of Working Together - two landmark publications on work-life integration. A certified work-life consultant and career coach with two decades of experience across a wide range of industries, Cheryl holds a master's degree in Human Resource Development from George Washington University, USA, and is an alumna of INSEAD.

Generational Diversity and Optimizing Generations at Work provides participants with takeaways, resulting in greater understanding and appreciation of cross-generational dynamics in the workplace. The multi-generational organizational workforce is the new reality. As Gen Y graduates join the workforce and as baby boomers postpone their retirement, organizations are becoming multi-generational by default rather than by design. This has profound implications for organizations in managing, engaging and communicating with people.



Violet Lim, Co-Founder of Lunch Actually, Asia's first lunch dating company. She has always been passionate about working with people! Violet is a natural when it comes to connecting with people from all walks of life. Having always been active in community service activities, she pounced upon the chance to be able to combine her passion of helping people with starting a business – creating a business that will make a difference in people's lives. Violet's interests span reading, traveling and public speaking. A law graduate from University of Manchester and a Masters holder in Industrial Relations and Personnel Management from London School of Economics

Speak Confidently | Everyone, at some point in the work or social environment, need to share information or sell ideas or proposals to groups of audience. Whether you are a first timer or the most experienced of speakers, you can find yourselves overwhelmed when standing in front a crowd if you are not prepared or lack confidence. This workshop will address confidence building, tips to effective public speaking and take you through a hands-on experience to get you well started on your first steps to speaking with confidence.



Chong Soon Onn, Managing Director of Brian Tracy Training Consultancy and Master Franchisor of Brian Tracy International (Singapore and Malaysia). *Brian Tracy International* is an international training organization specializing in the training and development of individuals and organizations.

Soon Onn has more than 17 years in the financial services industry. He has assumed various positions in the industry; thereby acquiring an insightful and multi-faceted perspective of the industry. He has won many top awards and is very much sought after as a speaker and trainer throughout the Asia Pacific region. He is a keen advocate on personal and professional development. An Alumnus of the National University of Singapore, he has an Hons Degree in Electrical & Electronics Engineering (EEE), Diploma in Life Insurance and is a Chartered Wealth Manager.

Peak Performance & Personal Leadership | Knowledge, technology and competition are increasing today at a rate never seen before. To survive and thrive in a fast-changing world, executives and organizations must out-team, out-think and out-perform their competitors – every single day! The best companies have the best people, and top people are those who think and act faster and better than others. This program gives you the ideas, methods, strategies and techniques used by all highly effective executives, profitable businesses and world-class teams. You learn specific, proven, practical ways to plan, organize, manage, motivate and think better than ever before. You learn how to get more done with fewer resources, and how to function effectively in times of rapid change.



REGISTRATION FORM

Personal Leadership & Team Dynamics

Company Name		
Address		
Contact No. (Office)	(Home)	(Mobile)

PARTICIPANT LIST

Name	Membership No.	Day 1	Day 2	Full	Charge \$
Total Amount					

MODE OF PAYMENT

<input type="radio"/> Cheque made Payable to "SAAP" Bank/Cheque No. _____ Mail your payment together with this Registration Form to : SAAP – 2010 Seminar 20 Maxwell House #08-06 Maxwell House Singapore 069113	<input type="radio"/> Internet Banking <input type="radio"/> ATM Transfer
	SAAP DBS Current Account : 048-014396-2 Please write your name, Membership No. and Fax the ATM Slip to SAAP's office at (65) 63237591

CANCELLATIONS AND TRANSFERS

If you are unable to attend, a substitute delegate is welcome. Regrettably, no refund can be made for cancellation.

The Organiser reserves the right to make any amendments or changes to the program if warranted by circumstances beyond its control.

IMPORTANT NOTE

Closing date for registration : **Saturday, 3 July 2010**

Dress Code : Office Attire

Registration by fax or email will not be accepted, it must be accompanied by payment.

ENQUIRIES

Telephone : **SAAP Office** 6323 7523 or **Patsy** 9669 8373

Email : admin@saap.org.sg
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Website : www.saap.org.sg

