



### Live Stream Webinar Management Training Workshop - Workplace Mental Health 28 & 29 May 2020

Considering that we spend a very large part of our time at work, and that work can be rife with stressors – workload, deadlines, behaviours and personalities of co-workers, management styles, worries relating to job security, and so-on.

As humans, any change or unknown can have some degree of stress about it, and it is normal to feel anxious about it. It may not be the case for everyone but as a supportive leader at a workplace, we can keep a lookout for someone who is not doing well. Any mental health issue is best dealt with when it is brought out in the open as opposed to being locked away.

An initiative by



Singapore Association of Administrative Professionals

#### LIVE STREAM WEBINAR MANAGEMENT TRAINING WORKSHOP

#### WORKPLACE MENTAL HEALTH

28 May (day 1) & 29 May (day 2)  
2:00pm to 6:00pm (break times included)



In this very lively and interactive webinar, Facilitator & Psychologist Nitya Rao-Perera shared on the skills and knowledge on:



#### Caring for others

- Recognising common mental health issues and how to support staff in need
- Starting a conversation with staff and show appropriate supportive leadership
- Building a supportive workplace environment and encourage help-seeking behaviour

#### Caring for yourself

- Taking care of yourself before caring for others
- Managing your stress in an effective manner
- Building up personal resilience

Although this workshop was held over two afternoons via webinar, Nitya was able to engage her audience to discuss their thoughts and experiences during the breakout sessions in the breakout rooms. This way, there was no awkward loss of communication during this live streaming as against a physical workshop. Although it was a first workshop webinar for some participants, most of them could resolve the technical hitches fairly quickly, thereby the live streaming could carry on smoothly till the end of workshop.

The learning objective for the participants is to come away with a greater understanding of the core concepts presented, and that they are able to help others by breaking down barriers and dispelling the stigma associated with mental issues. Participants provided positive feedback about how their understanding on mental health has increased their knowledge and capacity to support people with mental health problems, emerging mental health problems and crisis situations.



## SAAP / Google Admin Professionals Virtual Workshop 17 July 2020

More than 40 SAAP members and non-members attended the interactive SAAP / Google Admin Professionals Virtual Workshop - Adapting for Remote Support by Google Meets platform on the lively Friday afternoon of 17 July 2020.

SAAP President, Sim Siew Gek gave a short introduction of the Association and Rebecca Lim of Google team kick-started the session by sharing the workshop's objectives:



- Build awareness or recap of GSuite products
- Connect and support Singapore Admin Professionals across various industries
- Understand the impact that the pandemic has on our role and share learnings

The Google presenters shared information on Google GSuite products such as Google Meets, Google photos and YouTube and how these could work for us as administrative professionals.

The current pandemic impacted many of us and one of our delegates shared her “work from home” experience which reduced the “social interaction with colleagues” and how they overcome it by using Google Meets and Zoom to connect and be more productive. She added that the “new normal” situation also redefines the role of admin professionals and our adaptability to new digital technology to stay relevant.

Another interesting sharing related to upskilling ourselves regardless of personal interest or job related skills as well as to keep our body and mind healthy by exercising. The Google presenters also answered questions from delegates actively. The packed 90-minutes session included a short virtual tour of Google office and delegates looked forward to a real tour in future.

Besides the fantastic sharing and tips, SAAP is contributing part of registration proceeds to Healthserve (a non-profit organisation for migrant workers). Google will match the donations dollar-for-dollar.

A big “Thank You” to SAAP Management Council and Google Team.



Have you ever imagine having virtual annual general meeting? Due to the COVID-19 situation, a virtual meeting has been placed for the SAAP's 49th Annual General Meeting held last 29 August 2020. Thanks to all who have attended and kudos to the Management Council 2019 – 2020 for a job well done!

**President's message at eAGM**

Urging members to accelerate into digitalization

Our local news reported that the digitalization plans in Singapore for the next 5 years has been shortened to a year or less. The whole landscape is changed dramatically.

We cannot sit under the rock and wait for 12 months, by then we are done, toasted.

Any association who has a

fighting chance to pull through this pandemic is one who is willing to change, willing to adapt the new normal. The beginning is always the most challenging, but worth it nonetheless.

The digital future is here. There is no way out except to embrace it. We are all administrative professionals. We, who have been trained to be versatile and be quick to adapt, should be the forefront people to adopt the transition quickly, on the level of a non-profit organization and on a personal level.

So, I urge all members to keep an open mind and be receptive to new concepts which we may introduce, and to trust Council that for what we do is for the greater good of the association.

SAAP @ Golden 50

The one reason members keep supporting the association is because they value what they have helped to build. 50 years existence for non-profit organization is a very long time. Very few can boast of it. I don't know what went on 50 years ago, but I do know most of it in the last 10. You probably remember 40 if not 30. SAAP still belong to you but you cannot sit on the sidelines perpetually. You have an equal duty and must make a comeback into the management of SAAP to be engaged and to volunteer your time and expertise. You can be the leader, the sidekick, the financier or even a trainer of trainers, but you must be present and be committed. The Council needs you. We have many roles available for the new term, including one in charge of fund raising, and I earnestly look forward to more positive developments henceforth.

**ANNUAL GENERAL MEETING (eAGM)  
29 August 2020**





# WELCOME NEW MEMBERS



Hey all, I'm **Ainni**. At work, I am an Assistant Catering Manager. Off work, I am a part time Marketing Manager of a venture business. At home, a proud Mother of my Little Man. I simply love to cook as much as I love to eat. That's partly why I'm in catering and have deep affection for travelling. This quote has brought me a long way - "Patience teaches you not to break when you've been bent." Simple read but hold a deep significance.

My name is **Josephine Keng aka Jojo**. I am happily married with two boys age 8 & 10. I am currently an Executive Assistant with Avery Dennison Singapore, supporting VP/GM of APAC with a panel of Directors in the team. I have been with the company for about 5 years.

I am an optimistic person which brings out my cheerful personality. I am a believer in solving the problem and not to regret on the problem arisen. I am also a strong negotiator as well. I love the satisfaction feel when I manage to help to save significantly. My favorite pass time is sports. Used to do water sports in the past before being a parent but changed to Zumba now as I enjoy dancing and can release stress and have fun!



Hello I am **Michelle**! An admin and events professional for over 20+ years. Presently working with a swiss MNC assisting a team of senior management. Warm and easy going what my colleagues and friends think of me. Food is always a great way to bring people closer and I enjoy hanging out with friends for meals. I like bowling and brisk walking. For me time, I like to chill at home with a book or watch a Netflix movie.

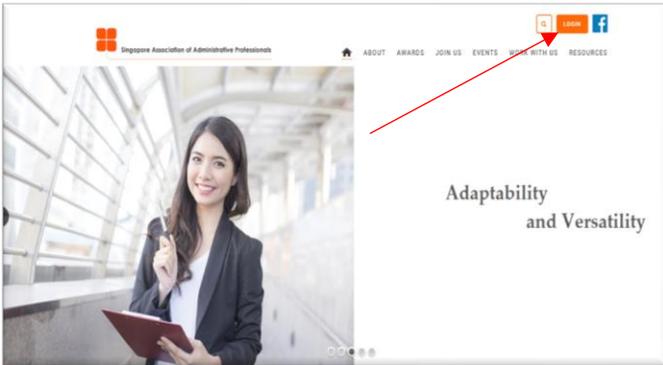




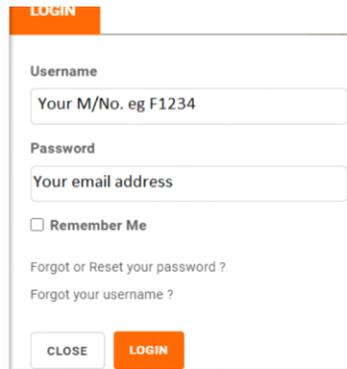
# Know more about the organization!

The “SAAP Constitution/AGM” page of SAAP website is dedicated to “SAAP Member only”. If you wish to read the past Annual Reports and other announcements, log in your SAAP Account by the following steps

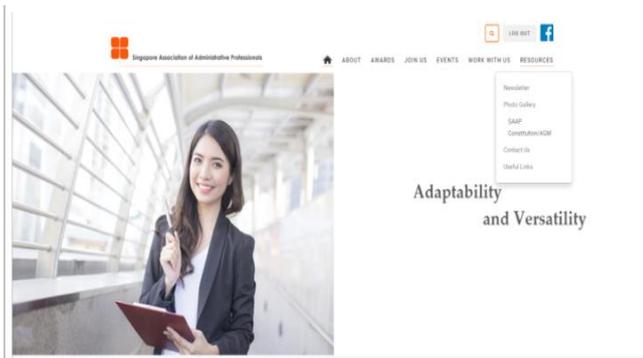
**STEP 1:** Click on “LOGIN” located at the upper right portion of the webpage



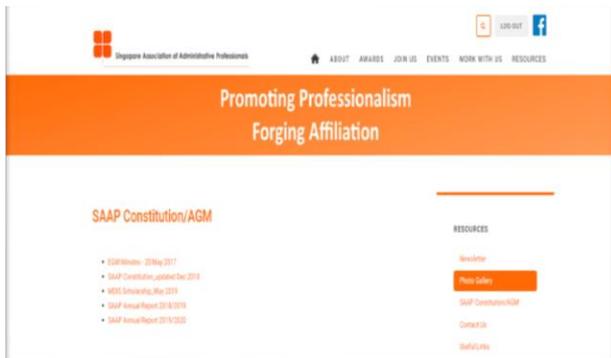
**STEP 2:** Log in with your Membership no. for username and your email for password



**STEP 3:** Click on “RESOURCES” then click on drop down and click on “SAAP Constitution/AGM”



**STEP 4:** Enjoy reading members!



## SAVE THE DATE



Management Council Installation

Saturday, 31 October 2020

Venue : Huone Singapore/Clarke Quay

Time : 12:30pm to 4:30pm

- Management Council 2020/2021 installation ceremony
- New Members inauguration
- Loyalty Award presentation
- Performance item by Management Council 2020/2021
- (2) Webinars (will be live-streaming there for virtual attendance)



FOLLOW US ON SOCIAL MEDIA!

[SAAP LinkedIn](#)

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[SAAP Instagram](#)

[www.saap.org.sg](http://www.saap.org.sg)



# Take a break, pour a drink and grab a pen!



**FRUITS**

T	N	S	B	G	O	J	S	G	V	B	B	A	H	I	N	U	I
K	P	M	A	T	K	C	R	I	W	L	N	A	V	A	U	G	E
B	C	J	G	Y	K	U	M	Q	U	A	T	A	N	G	E	L	O
T	A	N	G	E	R	I	N	E	N	C	R	R	A	I	S	I	N
X	R	O	M	P	Z	Z	B	A	L	K	G	L	Y	E	Y	F	P
K	W	L	L	A	A	E	B	J	J	B	D	I	G	E	N	R	X
K	R	E	P	E	R	S	N	G	I	E	R	N	Z	H	P	U	T
Z	T	M	D	R	M	I	S	K	B	R	A	G	S	C	R	I	S
W	A	R	Y	Y	P	O	O	I	S	R	G	O	L	Y	E	T	E
C	J	E	Q	Y	E	I	P	N	O	Y	O	N	P	L	A	I	K
R	R	T	T	R	M	N	Z	D	B	N	N	B	D	R	P	U	J
P	C	A	N	T	A	L	O	U	P	E	F	E	F	E	R	R	Z
S	U	W	N	M	Z	O	Y	H	B	L	R	R	O	C	I	F	A
Y	R	R	E	B	L	U	M	Q	G	B	U	R	U	N	C	K	H
T	R	K	U	B	E	E	E	U	E	I	I	Y	Y	I	O	C	R
R	E	T	N	C	T	R	T	R	T	V	T	C	I	U	T	A	N
R	N	O	M	M	I	S	R	E	P	J	S	F	X	Q	X	J	Z
C	T	O	U	L	P	Y	U	Y	M	A	N	D	A	R	I	N	F

## 10 TIPS FOR HEALTHY EATING

THEINDIANSPOT.COM

- 1 Consume home cooked food more often
- 2 Eat only as per your requirements
- 3 Eat at regular intervals
- 4 Munch on healthy snacks
- 5 Eat when hungry
- 6 Consume whole grain more often
- 7 Eat more protein
- 8 Eat fish for Omega source
- 9 Include healthy fats in your diet
- 10 Eat variety of veggies



Apricot  
Banana  
Blackberry  
Blood Orange  
Blueberry  
Cantaloupe  
Cranberry  
Current

Dragonfruit  
Elderberry  
Guava  
Honeydew  
Jackfruit  
Kumquat  
Lingonberry

Lychee  
Mandarin  
Marionberry  
Mulberry  
Passion Fruit  
Persimmon  
Pluot

Pomelo  
Quince  
Raisin  
Star Fruit  
Tangelo  
Tangerine  
Ugli Fruit  
Watermelon

**The Exceptional Administrative Professional** is grace, skill, mental toughness, problem solving, positivity, endless smiles, genius, and desired outcomes in motion.

~ Ty Howard

**Editors:**  
SAAP Management Council