



SAAP E-NEWS

JAN 2022 - JUL 2022

PRESIDENT'S MESSAGE



SAPES/SAAP has occupied #08-06 Maxwell House for 22 years.

This has been the Association's property since 1999. We have many memories of our activities and meetings held in this office. After the confirmation of collective sales, we have the next mammoth task to vacate the premises and look for a new location to house our belongings. Since the beginning of the year, a group of members volunteered to sort, dispose and catalog the inventories so that the next group (Management Council) can pack all items for our big move to the storage space at Storhub Toa Payoh in March. We have been pretty anxious about the move: check out the accompanying pictures. The sorting process was emotionally stressful for us who have been in the Association for longer, as we agonized over what to keep or discard. There were meaningful moments, such as finding (and keeping) forgotten mementos from years ago.

In March, we started the packing process to vacate the premises, and on March 8, we bade goodbye to Maxwell House.

There were two celebratory events in April; you will read about these in the following pages of this newsletter.

In the meantime, many of you would have to resume your commute to the workplace. Returning to the traditional office environment can get overwhelming, but it need not be dreadful.

Count yourself blessed if your corporation has created incentives for its staff to ease their Return-To-Office anxiety. Many in-person activities can take place, and we can get into the pre-pandemic mood very soon. Just like the recent APD dinner at the Holiday Inn, it was an extremely convivial evening for the many who attended the events.



ACTIVE AGEING

15 January 2022 : via Zoom

What does it mean to age well and how to age well? Experts from NTUC Health, Active Aging Services – facilitated this Zoom gathering of Members and Friends.

In this Webinar, Facilitators shed light on the importance of keeping active to lead a healthier and better quality of life.

Demonstration of simple stretches such to better manage aches and pains arising from long hours of caregiving or being desk-bound! Neck pain, tight knees and other. I hope all who attended have their started their fitness regime.

Musculoskeletal disorders (such as joint pain, bones, tendons, ligaments etc) and cardiovascular diseases are one of the top few leading causes of poor health in Singapore. Facilitator shared the benefits of regular exercises and the recommended minutes/amount of physical activity and stretching exercises for adults. This was indeed a reminder for Members and friends present. Link: <https://ntuhealth.sg/active-ageing/services/elderly-gym>

Facilitators also shared that NTUC Health had several Fitness Programmes island wide, offering strength-focused programmes, circuit training led by qualified and experienced trainers, to ensure your safety and comfort.

My appreciation to NTUC Health, SAAP Programs Chair – Ms Teng Ley Peng to set up this Webinar and Special Thank you to Members and Friends of SAAP for your participation in this Webinar.

Contributed by Grace Seow



Mr Alfred Yaap



Ms Anita Ho



INTERNATIONAL WOMEN'S DAY

9 Mar 2022 : Break The Bias (via Zoom)

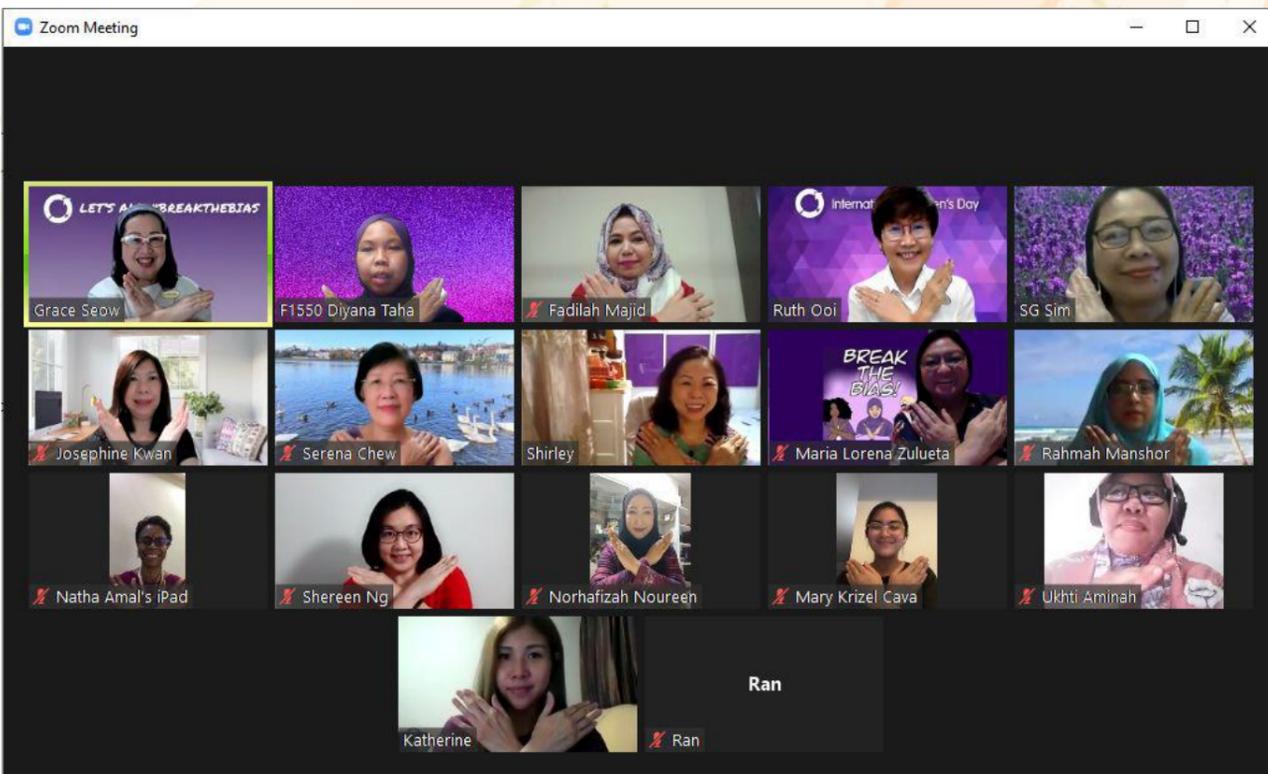
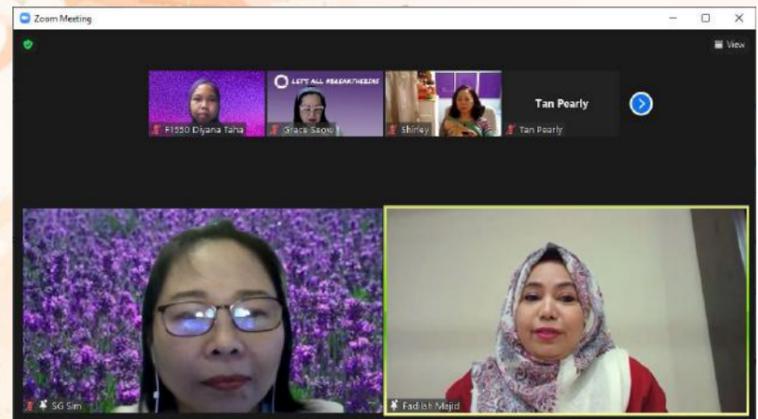
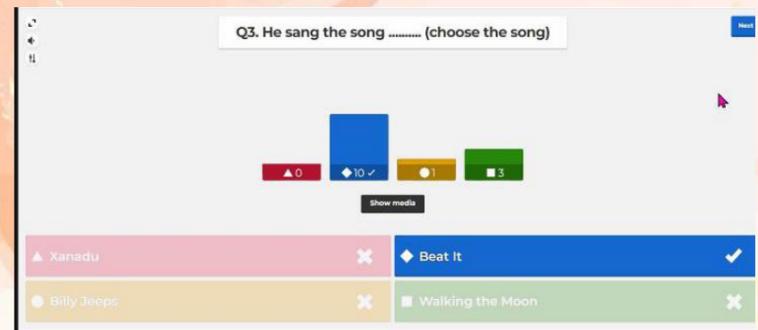
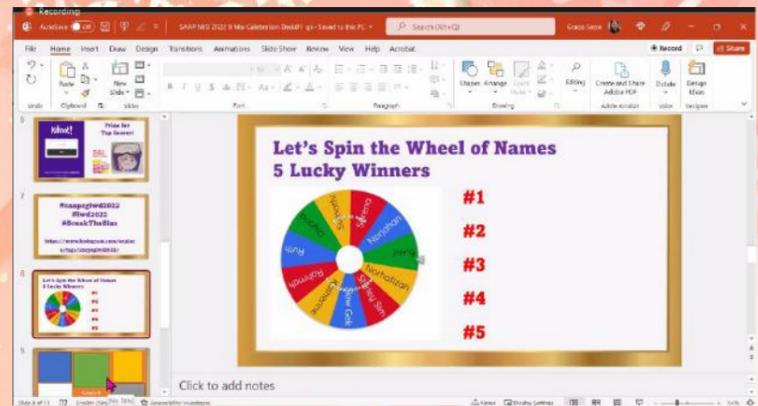
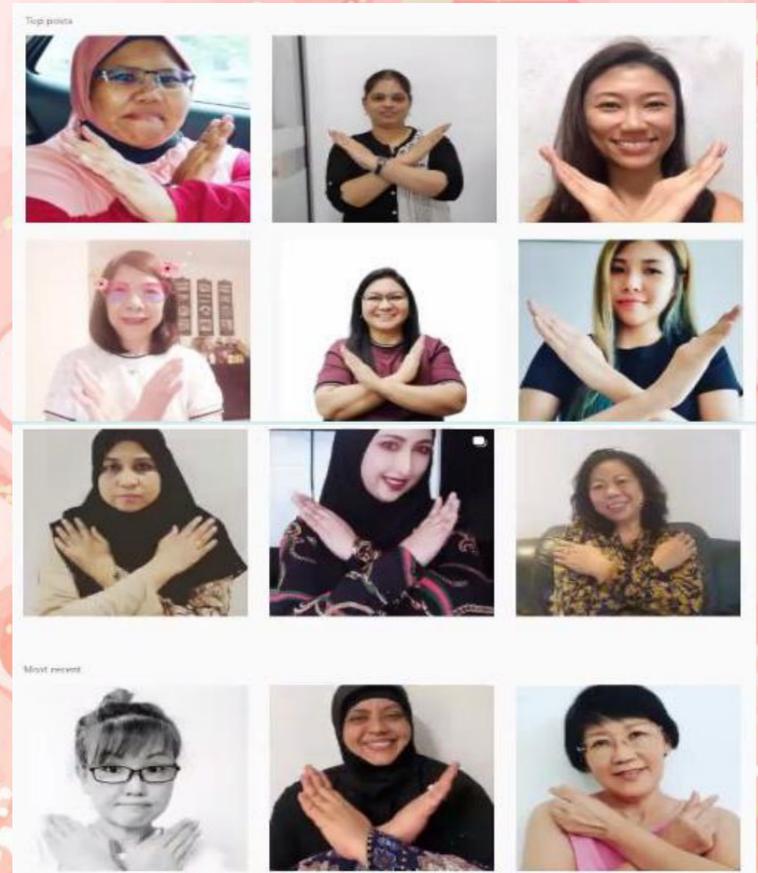
SAAP joined in the celebration of International Women's Day - demonstrating a lack of bias in organisations across Singapore, promoting female empowerment and gender equality.

Members posted #BreakTheBias pose of themselves on Social Media and a winner won a prize in a lucky draw for these poses.

Mdm Fadilah Majid was the guest speaker. Mdm Fadilah started her career as a business journalist for Berita Harian, and is now the owner of Spa Jelita, BizMedia Publishing, and Hamidah's Kitchen. She spoke about the importance of gender equality, and how women are strong and capable individuals, having to juggle work and family at the same time.

Participants took part in an online Kahoot Trivia game, and the top three winners won a prize. Lastly, we took a group photo of all participants posing with the "Break the Bias" pose. We all had great fun!

Contributed by Diyana Taha



Administrative Professionals Day Dinner (APD)

27 April 2022 : Holiday Inn Singapore Orchard City Centre
Theme : Golden Elegance

This year's dinner event was held at Holiday Inn Singapore Orchard City Centre. The organizing committee was chaired by Grace Seow and her committee members were Josephine Kwan, Patsy Tan and Ruth Ooi. We were proud to engage our own member Ranjana Rajwani to be the emcee for the night.

Thermal flasks were arranged as welcome gifts. A nail art booth and photo booth were set up that added sparkle and delight to all the ladies who posed, chatted, and had lots of fun before dinner was served.

Many attendees were dressed to the theme of "Golden Elegance" and an award was finally given to the best dressed participant, Helen Seah, after a few contestants were encouraged to get support from the audience by doing catwalks around the tables.

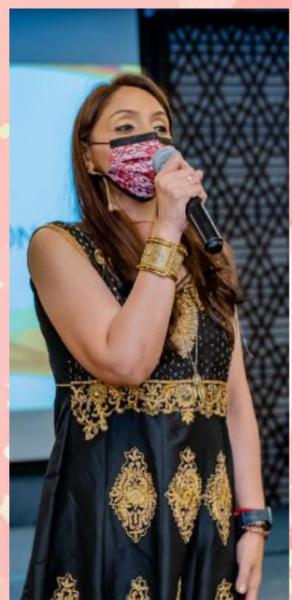
The highlight of the night was the "Outstanding Member Award" presentation which was awarded to Josephine Kwan, Immediate Past President, who continuously contributed to SAAP for 15 years since she joined in 2006. The award was a piece of elegant art-glass handmade decorative ornament which will sit elegantly on her desk.

Membership Chairman also presented SAAP Loyalty Award (SLA) to Maria Zulueta and Grace Seow who received their 10th year SLA awards in person. The 30th year SLA awardees namely Pang Yit Ping, Felicia Ng, Natalie Mok and Susanna Mok who were unable to join this presentation.

During the scrumptious dinner as enjoyed by all, rounds of lucky draws were conducted. They consisted of shopping vouchers, wines as sponsored by some members and a staycation and 2 Hi-Tea sessions by Holiday Inn.

SAAP did not hold in-person events since the Covid pandemic started in 2020. This night felt especially nostalgic for many of us as we appreciated once again, a good sit-down dinner and lots of fun to celebrate the APD. For this, we were all grateful that we were there.

Contributed by Ruth Ooi



Administrative Professionals Week (APW)

27 April 2022 : Red Wine? White Wine? The Behavioural Science of Negotiation.

This is SAAP's first in-person workshop after a 2-years hiatus. We are very fortunate to have a masterclass trainer delivering his specially customized learner guide for the Administrative Professionals.

Mr. BP Lim had cleverly designed the workshop content to include game mechanics in a business environment, which kept all participants intrigued and challenged. The session ended with all teams failing in their assignment. Through this simulated failure, we could learn some hard facts if we want a win-win situation.

Negotiation is an essential strategy and plays an indispensable role for people to solve problems in our lives. It is an excellent way to make both parties find acceptable solutions. Advanced negotiation skills bring success in our daily lives and improve our workability as administrative professionals.

Contributed by Sim Siew Gek



EXCLUSIVE INTERVIEW WITH OMA

OUTSTANDING MEMBER 2021 -JOSEPHINE KWAN (F1510)

Every year on Administrative Professionals Day (APD) Dinner, SAAP presents an award to a member who has been the most active in the Association in the preceding years by way of attendance at functions, assistance in its projects and generally by her commitment and sustained support of the Association and its activities.



This prestigious award was presented to Josephine Kwan at APD Dinner held on 27 April 2022. Here is an interview that we did with her.

Ruth: Hi Josephine, why did you join SAAP?

Josephine : It was around 2006, I first came across SAAP. I wanted to be a volunteer in an Association which represented my profession. Over the course of a few years as a volunteer, I gained a deeper appreciation of the values of the association, I also felt a great sense of camaraderie with fellow members. These positive experiences greatly boosted my motivation for continuous learning and friendship with fellow members of the Association.

Ruth: How did you manage to balance work, family and voluntary work at SAAP during all those years?

Josephine : Achieving work life balance cum voluntary work at SAAP is not an easy task as I am a mother of 3 children. I do accept the fact that “Imbalance is sometimes unavoidable”. I enjoy talking to my children, watching Korean dramas, eating desserts to destress. I am extremely blessed to have a supportive family and attentive friends that provide me a haven to share my burdens.

Ruth: In the years between 2016 - 2019, you received a majority vote to serve in the highest office of SAAP as President. What was your initial thought about the job and how did you overcome some shortcomings that you thought you might have ?

Josephine : My initial thought is “go for it!”. I was incredibly humbled to have been voted into office, I was a little apprehensive at first but also confident as I had served as Vice President and various Management Council positions. It was a tall task ahead as SAAP had limited resources in terms of volunteers and financial status.

As I mentioned earlier, it is understandable that we all have our priorities such as work, family, and volunteering at SAAP can be challenging. With limited time and resources, it was certainly not favorable for us (all volunteers) to manage SAAP. I am grateful that Management Council, Standing Committees’ members and ordinary members came together and contributed their precious time to help Association’s activities when being called upon.

We also needed to explore more alternatives to generate income and enhance SAAP’s profile to increase membership and that was my main priority throughout my tenure.

Currently Josephine is one of our valued Advisors on our Advisory Board. We honour her for her Dedication, Passion, and her Unwavering service throughout her 15 years as member of SAAP.



INAUGURATION OF NEW MEMBERS

9 July 2022 : Sofra Turkish Restaurant & Cafe

The inauguration ceremony for 4 new members was held at Sofra Turkish Restaurant & Cafe on 9 July, 2022 at 2pm. They were as follows:

Suriani Bte Dahalan, Office & Communications Manager, Engie Energy Marketing Singapore Pte Ltd

Choo Hor Sum, HR & Administration Executive, CYC Builders Pte Ltd

Than Phyu Phyu, Admin Executive cum Secretary, Tower Cranes Services PTE Ltd

Katherine Chan, Executive, Financial Alliance Pte Ltd

President Sim Siew Gek, Membership Chairman Ruth Ooi and Advisor Margaret Chan Wee were present. We began a break-the-ice session whereby everyone of us introduced ourselves to each other. Everyone was spontaneously engaging at the conversations around the table.

After Siew Gek has pinned the member's badge on each member, a pledge was recited by all members as led by Ruth.

Siew Gek and Margaret shared valuable insights of the events that SAAP had participated in the past, and encouraged all the members to participate and join SAAP as volunteers in the management council, adhoc committees or any projects that may arise. It was emphasized that new members can learn new skills and mind-set; besides building their network with like-minded administrative professionals in the Association.

Platters of delightful Turkish food and drinks were served, and for some of us, it was the first time we have tasted Turkish food. As the views outdoors overlooking Singapore's iconic Marina Bay Sands and Esplanade -Theatres on the Bay were prominent under the clear blue sky, we had a great time taking beautiful photo shots on that memorable afternoon.

Contributed by Ruth Ooi



INAUGURATION OF NEW MEMBERS



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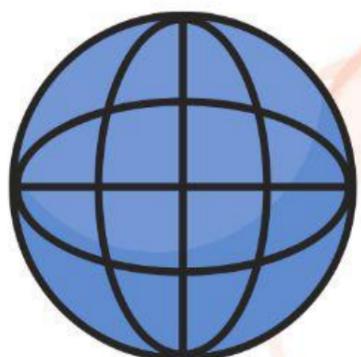
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