



Singapore Association of Administrative Professionals

SAAP NEWSLETTER



Presented to you by:

FEET CARE E-FITTING



Png Chang Liang
Footwear Specialist &
Founder of FeetCare



9 JANUARY 2021 2:30 PM -4:00 pm

Thanks to the collaboration with Healthworks, SAAP kick-started 2021 with another afternoon webinar on “Feet Care” presented by Mr Png Chang Liang, Founder of FEETCARE Pte Ltd. Our speaker, Chang Liang is dedicated to helping individuals relieve and prevent foot pain. He is trained in dealing with foot conditions by FeetCare’s in-house podiatrist and is an expert in the knowledge of major footwear brands in the market.

The audience was enlightened on the common foot and footwear problems of today. There was so much to learn about the long-term effects of wearing high heels as office workers. Some hot topics included:

- how to prevent long term injuries from prolonged standing.
- which pair of shoes is the best for our feet, etc.?

The participants were taught on :

- 1) Arch Checker and
- 2) Knowing if your shoes fit

Questions pertaining to bunions and calluses were raised and addressed during the Q&A session.

A complimentary foot scan at Feet Care Centre was extended to all participants





February

Chinese New Year Celebrations via ZOOM
Saturday, 20 February 2021
7.00 pm to 8.00 pm
Dress Code : CNY outfit

Gong Xi Gong Xi, on behalf of Management Council 2020/21, our best wishes to all as we usher in the Year of the Metal Ox!

Instead of the traditional meet-up "LoHei" dinner, SAAP celebrated Chinese New Year via ZOOM on Saturday evening, 20 February 2021. The participation was well attended by both members and guests.

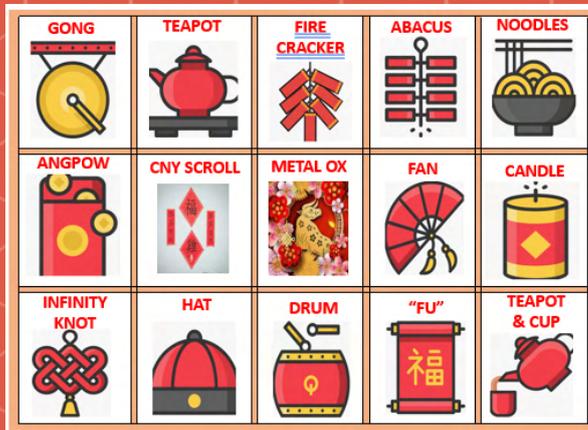
There was a surprise performance by Management Council with the Chinese New Year song "Gong Xi Gong Xi". The choreography was done by the Council members after a night of practice with laughter and fun. Kudos to Diyana who did the final edits to the video. The intention was to raise funds and participants in attendance were encouraged to donate in support of SAAP Fund Raising efforts. On behalf of SAAP and the Management Council, our heartfelt thanks to all members and guests for their generous donations.



The night's event highlight was brought to all by Stefan Ebinger. A professional magician who was born and raised in Germany, Stefan wowed his audience with his interactive Face Mask trick, Bar items prediction, Bar bet with paper, card trick and peanut trick. Thanks to the generous sponsorship from Stefan to our event. He was appreciated by the Management Council with a dinner set delivered to him on the same night.

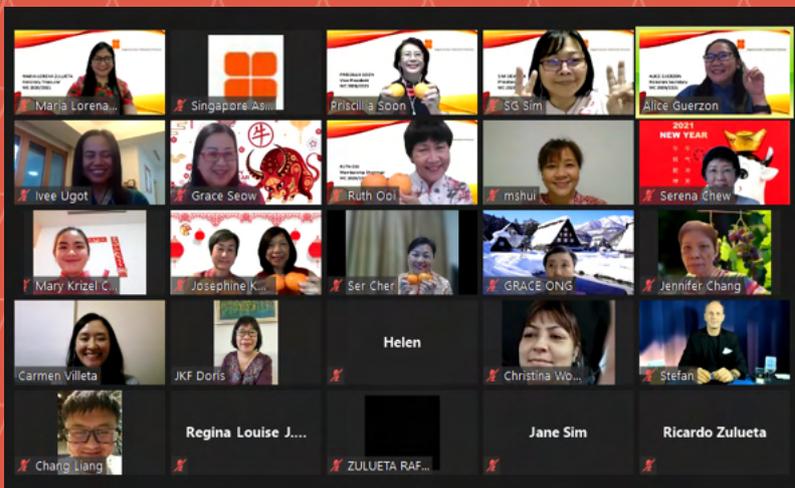


Our "Word Jumble" game master Priscilla Soon got everyone excited with the 18 mind-boggling scrambled alphabets. Participants had to submit their answers via the chat box within 10 seconds of each scramble. From this game, there were five qualifying winners chosen to play the next guessing game. There was a total of 15 picture boxes and the five qualifiers had to guess which picture boxes were hiding the prizes. The only winner, Grace Seow walked away with a cash prize of \$6.80.

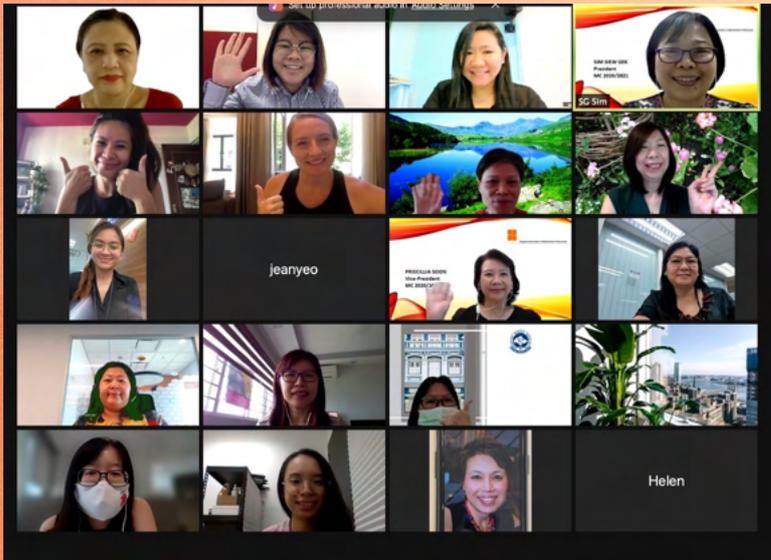
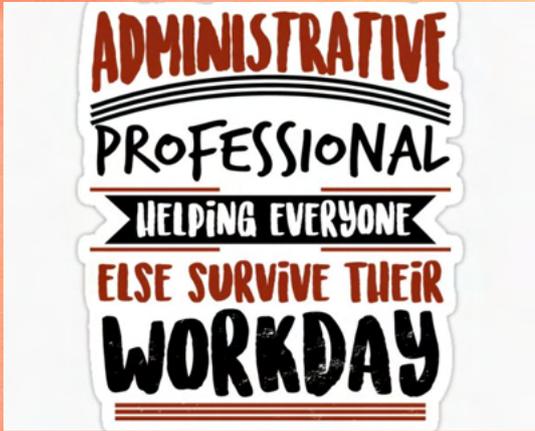


The next game Bingo was hosted by Game Master, Sim Siew Gek. Bingo cards were dispatched to the participants before the event. She got everyone busy to strike the Line and finally Full House which was won by Josephine Kwan, who generously donated both prizes to SAAP.

Thanks to the relentless support of members and guests at this virtual Chinese New Year Celebrations 2021. Hope to see all again next year as we usher in the Year of the Water Tiger 2022! Till we meet again.....have an Ox-some and Ox-picious Niu Year!



April



Social media is such an in thing. Be it designing greeting cards to corporate clients, posters for the office announcements, posts on facebook wall or Instagram, having the skillset of graphics design is very useful. SAAP has chosen CANVA as the most friendly medium to use and highly recommended it as a learning item to our members. Canva is a free online graphic design software available to anyone who only require the basic elements of the program to make them look like a pro.

We are very appreciative of Ms Charmaine Lee, CDMO of Sky Digital Agency and certified ACTA trainer, for coming forward to give us a practical lesson on CANVA. She is a full time trainer and conducts this course under the WSQ certification.

This 1-hour lesson included an introduction to Canva, the quick steps on becoming familiar with the program and where to resource and incorporate images specific to your social media channels. The resources that were recommended by Charmaine were so easy to use, could generate colour palettes and provide free images. This was an instant hit with our learners.

Design anything

Custom size



For you



Presentations



Social media



Video



Print products



Marketing



Office



More



5 Tips for Working as an Executive Assistant Remotely

by highprofilestaffing.com

It's not as hard as you might think. Here are a few tips on working remotely as an Executive Assistant:

1. **Check-in regularly.**

Maintaining effective and frequent communication with your boss is key now that you're working from home — it's just as important, if not more important than it was before. You need to be on the same page with your executive, and any other team members you interface with, in order to do your job effectively. Be sure to decide on communication preferences and tools early on in your remote transition: Will you call your boss directly? Text? Email?

2. **Live by the calendar.**

It's your job to know what your own schedule holds, as well as your boss's, days in advance. Your calendar was important before, but it's especially so now that you're not in physical proximity. Prioritize the schedule above all else so that nothing gets missed, and try setting up reminders so that you have a safety net of sorts.

3. **Use technology to your advantage.**

Automate whatever processes you can in regards to your specific job, as that can take a lot off of your plate and free up extra time. Use technology like messaging apps to maintain effective communication with your boss and other team members. Try video messaging apps like Zoom to maintain a face-to-face relationship with your boss and team, even when you're all working remotely.

4. **Show your value.**

Just as you did back in the office, take steps on a daily basis to go above and beyond, and really show your value to your boss and the company as a whole. Anticipate things in advance and take care of problems before they arise. It's the little things that make all the difference and ingrain you in the company for the long-term.

5. **Maintain boundaries.**

It's far too easy to let work take over your life when you're in a remote setting. But it can quickly lead to burnout. Be sure to set clear boundaries upfront — set regular working hours and step away from your computer or work phone after a certain time. Take frequent short breaks throughout the day so that you don't become overworked. You're still allowed to have a life outside of work, even though you're working at home!