

President Circular #05 (Jan 2026) [SAAP Bites #2/Jan 2026]

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From: connect@saap.org.sg

To: connect@saap.org.sg

Date: Monday, 12 January 2026 at 01:29 pm SGT

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**Singapore Association of Administrative Professionals**

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12 January 2026

PRES/25-26/Cir05

Dear Members,

I am pleased to share that SAAP has entered a collaboration with EON, a professional training institution specialising in HR and people-management related workshops and courses.

This collaboration reflects SAAP's continued commitment to supporting our members' professional growth in a practical, relevant, and financially mindful manner. Through this arrangement, SAAP members will enjoy special member rates when enrolling in EON's non-subsidised programmes (i.e. courses that are not supported by WSQ, SkillsFuture, or other government funding schemes).

We recognise that continuous learning and skills upgrading are essential in today's evolving workplace. At the same time, training and tuition costs can present a real consideration for many working professionals. By securing preferential rates for our members, SAAP aims to help you access quality professional development opportunities without having to bear high out-of-pocket expenses.

This collaboration is particularly relevant for members who:


- Aspire to move into HR roles or HR-related responsibilities
- Wish to strengthen HR-related knowledge as part of their broader career development

EON's programmes are designed to be practical and industry-relevant, complementing workplace experience and supporting members in building competencies that are increasingly valued across organisations.

An introductory note from EON is enclosed for your reading. We encourage members to review the available programmes and consider how these learning opportunities may support your individual career aspirations and professional journey. EON will handle all queries regarding the courses.

As always, SAAP remains committed to creating meaningful value for our members — supporting your growth, capability, and long-term professional relevance.

Warm regards,



Sim Siew Gek (F1251)  
President, 2025–2026

Visit [www.saap.org.sg](http://www.saap.org.sg) to check out the first offering:



**Elevate Your Administrative Edge!**  
**Featured Courses (Office Management)**

Course Title	Start Date	Fee
<b>Essential Skills for Professional Administrators</b> The course helps you master SMART goal setting, critical thinking, and effective office procedures – making you a proactive, reliable, and indispensable partner in any organization. <b>Fee: \$540</b> (U.P. \$600) <small>*UTAP fundings available</small>	24–25 Feb	\$540 (U.P. \$600)
<b>Smart HR: Leveraging Generative AI for Admin Tasks</b> Learn to harness Generative AI for HR and admin tasks. Automate document drafting, ensure compliance with Singapore laws, and boost productivity while maintaining confidentiality and data protection best practices. <b>Fee: \$420</b> (U.P. \$480)	3 Mar	\$420 (U.P. \$480)

**Member Rates for SAAP!**

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[Registration Form \(SAAP Members\)](#)

<https://eontraining.com.sg/>   (65) 6220 4008   (65) 8895 2256   [enquiries@eon.com.sg](mailto:enquiries@eon.com.sg)

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