



Singapore Association of Administrative Professionals

*Celebrates*  
*Administrative Professionals Week 2023*

## Impactful Skills & Mindfulness Approach to Success

18 April 2023, Tuesday | 9 am – 5 pm

NUSS Guild House@3 Temasek Boulevard, #02-401 (Tower 5), Suntec City Hall, Singapore 038983

As we celebrate Administrative Professionals Week, let us take a moment to reflect on the incredible work that administrative professionals and secretaries do every day.

Our trainer has put together this 1-day immersive program, that focuses on the benefits of mindfulness and prioritizing self-care. You will be acquiring **additional tools and techniques** to enhance your **interpersonal communicative skills, improve confidence, self-leadership and personal effectiveness.**

On top on that, immerse yourself in refreshing and invigorating aroma of essential oils, create your own potpourri of personalized uplifted pure grade scents, and having a renewed source of energy.



### Trainer

#### Ms Brenda Tan

Wellbeing Coach & Trainer | Speaker | Author | Mindful Conversations Facilitator | Adjunct Lecturer | ABNLP ACRED Hypnotherapist

### Learning Objectives

- Feel **motivated**, increase personal effectiveness, and raise peak performance
- Gain better self-awareness and improve **communication skills**
- Improve interpersonal relationships, **minimize conflict** and difficult situations
- **Reduce stress**, improve focus and adds to greater **emotional and mental well-being**, and happiness

### Workshop Delegates will be entitled to:

- ✓ e-book 'Regain Your Power' authored by Brenda Tan, which has been recognized as a bestseller at Kinokuniya.



### Outline

- how to apply mindfulness techniques in the office and beyond for inspiring wellbeing, collaboration and peak performance
- Master the art of interpersonal communicative skills
- Demonstrate mindful conversations that can aid you in communicating effectively and at ease with others
- Fusing modern techniques with ancient wisdom such as meditation, journaling, deep breathing, intuition and connection
- Understand yourself deeper to cultivate what is best within yourself

### Who should attend

Personal Assistants, Executive Assistants, Administrators, and support staff who intend to develop and enhance their roles

[Sign up Here](#)



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

	Early Bird (full payment before 28 Mar 2023)	Regular fee
SAAP Member	\$280	\$330
NTUC NTUC UA SCWO Member	\$350	\$400
Non-Member	\$390	\$440

Fee inclusive of 1 western set lunch and 2 tea breaks.  
No GST