



# ADMIN PRO

JAN - APR 2024

# NEWSLETTER

EVENTS

ARTICLES

MISCELLANEOUS

## INTERNATIONAL WOMEN'S DAY

### **"Empowering Voices, Celebrating Strength A Tribute to Women on International Women's Day"**

DSSP celebrated International Women's Day with enthusiasm and commitment, acknowledging the invaluable contributions of women in various aspects of life. The event, held on February 25th, at the Karachi Marriott Hotel aimed to honor and empower women while advocating for gender equality.

The celebration kicked off with a series of impactful speeches recognizing the achievements of women in diverse fields, emphasizing the need for equal opportunities and representation. DSSP took this opportunity to shed light on the challenges women face globally and locally, emphasizing the importance of fostering an inclusive society.

DSSP also organized an interactive session by a very Talented professional, motivational speaker & life coach Marriam Ahmed with discussions, providing a safe platform for women to share their experiences, achievements, and insights. These activities aimed to inspire and motivate women to overcome obstacles and pursue their aspirations fearlessly.

In conclusion, DSSP's International Women's Day Lunch celebration was a meaningful and impactful event.

Write to us at :[dssp.71@gmail.com](mailto:dssp.71@gmail.com)

# EMBRACING THE MAGIC & WONDERS OF WOMEN'S DAY



# CHILDHOOD TRAUMA AND HOW IT MAY STILL AFFECT YOU

Childhood is the time when all that has been happening around us, with us, leave a lasting imprint. For most of us, childhood memories are blurred, and the bad ones may be distorted, for sometimes, our brain may automatically block out the traumatic ones and you may not remember at all. But they are there. Just because we can't recollect those memories, doesn't mean we do not feel their impact. You may have forgotten what happened, but you will always remember how you felt.

## • **What is trauma?**

In the simplest of words, trauma is a "response" to an overwhelmingly disturbing event that took place in your life that distressed you either emotionally or physically.

## • **How it still affects you**

Trauma resurfaces. For it's there in you. Something that happened years ago may still have a very strong influence on how you behave, take certain decisions, your defense mechanisms, and your life in general, whether you realize it or not. And not realizing is the worst part. No matter how old you get, childhood trauma will always haunt you unless you find a way to handle it, by professional help, to minimize the effects up to some extent.




## • **Accepting trauma does not make you weak**

Some people may decline to accept trauma at all. Thinking, that now as they have grown older and wiser, whatever happened was something "small" and "petty" and they can't still be upset or hurt about that "little" thing even after all this time. No. The event may seem like nothing to you now, but it mattered then. The event may have come and gone but what you experienced was real. It mattered then and it matters now. You are not weak for accepting this. The sooner you come to terms with your demons and traumas, the better chances there are for you to do something about it.

## • **It's real!**

It is incredible that the mindset still exists which leads people to believe whatever is happening to a child will cease to affect him once the child grows up. Or that the child will snap out of it. He will forget. And honestly, it can't get any more screwed up.

It's dangerous how most people don't even recognize this. Especially the parent and the guardians.

LEADERSHIP LEVEL	LISTENING LEVEL	LEVEL UP CHALLENGE + ACTION
<b>SUBJECTIVE LISTENING</b>		
<p><b>LEVEL 1</b>  <b>Motivation:</b> Survival                      Victim Mentality  <b>Feelings of:</b> Apathy, indifference, doubt, guilt, lack of enthusiasm/engagement, anxiety, worry, avoidance  <b>Results:</b> Inaction, lack of initiative;                      COMFORT ZONE</p>		<p><b>A:</b> Ask yourself, "how much attention am I willing to give to this speaker right now?"</p> <p><b>B:</b> Be aware of your attitude when you are engaging. This will dictate how you interact in the conversation.</p> <p><b>C:</b> Choose a more opportune time to have the discussion if you find you are unable to focus in that moment.</p>
<p><b>LEVEL 2</b>  <b>Motivation:</b> Self-Esteem                      CONFLICT (Internal/external)  <b>Feelings of:</b> Anger, frustration, annoyance, resentment, hostility, stress, skepticism, judgment, disappointment  <b>Results:</b> Defiance, contempt, rebellion;                      productive but not sustainable</p>		
<b>OBJECTIVE LISTENING</b>		
<p><b>LEVEL 3</b>  <b>Motivation:</b> Relationship  <b>Thoughts of:</b> Responsibility, ownership, accountability for choices/feelings/actions  <b>Feelings of:</b> Forgiveness  <b>Results:</b> Cooperation</p>		<p><b>A:</b> Ask open-ended questions to gather more information, gain clarity, and stay focused on the speaker.</p> <p><b>B:</b> Be prepared with the 1-2 punch (acknowledge then validate).</p> <p><b>C:</b> Choose to visualize the speaker's experience rather than how you see yourself in their shoes.</p>
<p><b>LEVEL 4</b>  <b>Motivation:</b> Transformation  <b>Thoughts of:</b> Concern, care, interest, involvement  <b>Feelings of:</b> Compassion, sympathy, empathy, kindness  <b>Results:</b> Service</p>		
<p><b>LEVEL 5</b>  <b>Motivation:</b> Cohesion  <b>Thoughts of:</b> Reconciliation, opportunity, understanding  <b>Feelings of:</b> Peace, calm, tranquility, fulfillment, harmony  <b>Results:</b> Acceptance, willingness</p>		
<b>INTUITIVE LISTENING</b>		
<p><b>LEVEL 6</b>  <b>Motivation:</b> Making a difference  <b>Thoughts of:</b> Synthesis  <b>Feelings of:</b> Bliss, inspiration, balance  <b>Results:</b> Wisdom</p>		<p><b>A:</b> Ask yourself, "what am I picking up on here that is not being said?"</p> <p><b>B:</b> Be prepared to make observations that go beyond the speaker's words.</p> <p><b>C:</b> Choose to tune in to the perceived feelings and emotions; listen to your gut.</p>
<p><b>LEVEL 7</b>  <b>Motivation:</b> Service  <b>Thoughts of:</b> Non-judgment, objectivity, lack of fear  <b>Feelings of:</b> Absolute passion, energy, enthusiasm  <b>Results:</b> CREATION</p>		

# INTERNATIONAL ADMINISTRATIVE PROFESSIONAL DAY/WEEK CELEBRATIONS BY ASA ASSOCIATIONS

## Philippines

Snapshot from the Philippine Association of Secretaries & Administrative Professionals, Inc. PAS held an Administrative Professionals Summit on April 24th at the Ceremonial Hall in the Marriott Grand Ballroom. Attendees were welcomed nationwide for an inspiring day of engagement and learning. Special mention to Mea Lou Isaac and Eleanor Gebone from PNGAAP (Papua New Guinea), were among the distinguished guests. The keynote speaker Atty. Leila de Lima, former Senator of the Republic of the Philippines, share her insights.



**Guests from Papua New Guinea Association of Administrative Professionals**



## Sri Lanka(host of the ASA Congress in 2024)

Sri Lanka Association of Administrative and Professional Secretaries(SLAAPS) commenced with their APW flag day at the USA Embassy by pinning the Flag to the USA Ambassador HE Mrs Julie Chung. It was a wonderful experience for the team as HE gave us a tour of the newly renovated US embassy in Colombo Sri Lanka which was built according to a greenhouse concept. Simultaneously SLAAPS announced the ASA Congress dates officially via a paper supplement which also carried a message from The ASA Secretary General. This was followed by the Secretaries Fellowship Night, a night full of entertainment and fun activities. A celebration to celebrate all Secretaries and Administrators.



Ambassador Julie Chung  
@USAmbSL

Follow

Great to meet with representatives from the Sri Lanka Association of Administrative and Professional Secretaries today and extend my congratulations to them for leading the 26th Asia Pacific Secretaries Congress next April. Their leadership is spearheading regional collaboration among professionals who do so much behind the scenes to keep our workplaces running smoothly.



11:06 am · 25 Apr 2024 · 873 Views

Inauguration of  
the APW Week



# INTERNATIONAL ADMINISTRATIVE PROFESSIONALS' WEEK



SRI LANKA ASSOCIATION OF ADMINISTRATIVE & PROFESSIONAL SECRETARIES



## Thailand

On Thursday, April 25, the Administrative Professionals and Secretaries of Thailand (APSAT) took members to visit the Parliament, for an interesting and informative tour. They were briefed by the Secretary team (who all use shorthand in every meeting). It was fulfilling to learn that the secretarial knowledge is still very much in need there.



## Singapore

Singapore Association of Administrative Professionals (SAAP) held 2 events on 16 April the opening of APW

**Singapore Association of Administrative Professionals**

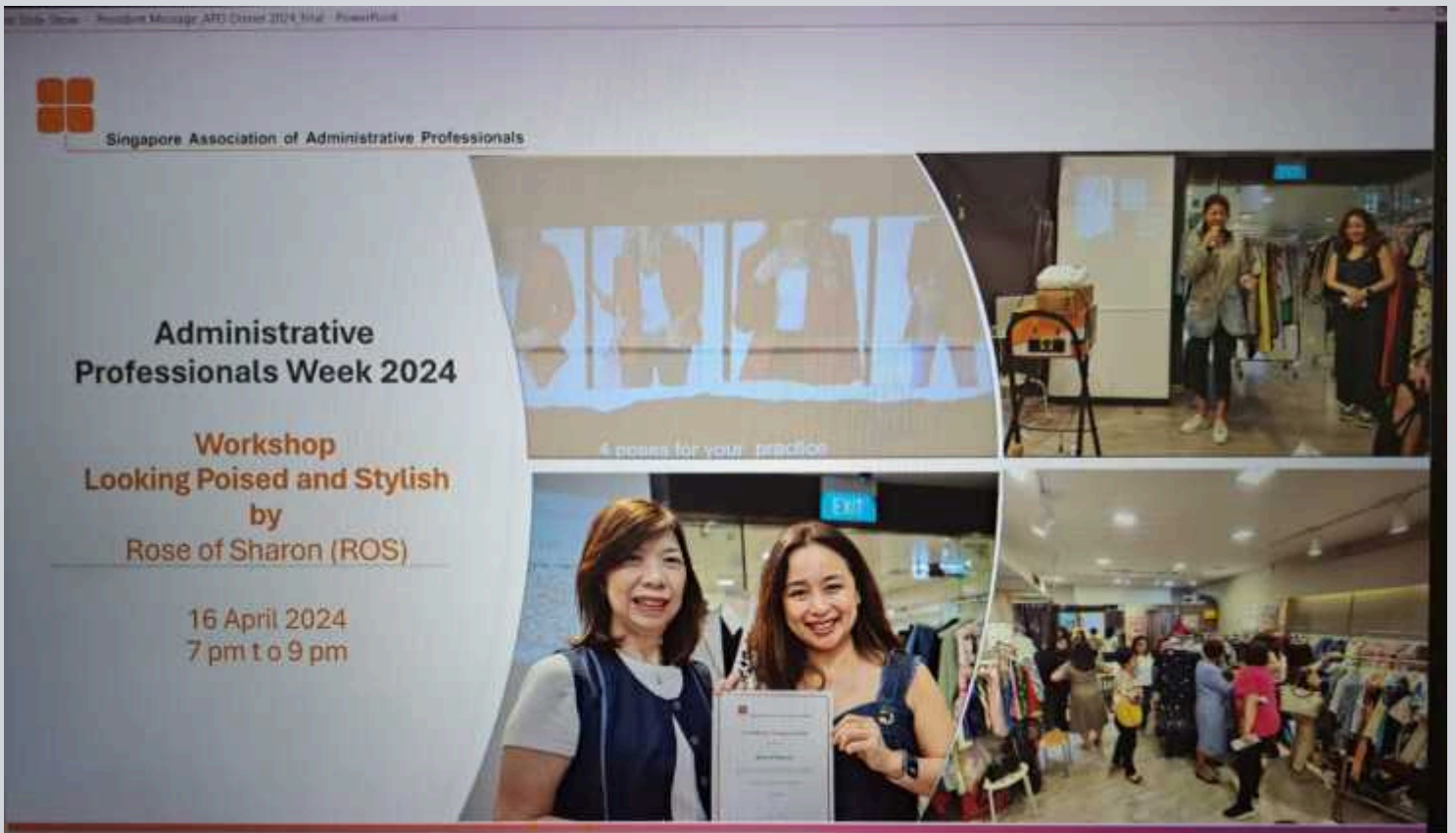
**Administrative Professionals Week 2024**

**Workshop Emotional Intelligence at Work**  
Navigating Relationships for Success  
by esteemed Dr. Fred Toke, PsyD

16 April 2024  
9:30 am to 5 pm

**EQ vs IQ**  
Nanyang Technological Institute of Technology research that showed that our financial success was due to human engineering ability, and ability to communicate, collaborate, and lead. Research found that only 15% was due to logical ability. In other words people or skills highly related to emotional intelligence were crucial skills.





APD dinner on 24 April as 8 attendees of the 25th ASA Congress reunited,



## Bangladesh

AdminPro Day was celebrated by *Administrative Professionals Welfare Association of Bangladesh (APWAB)*



Below is their Executive Committee 2024-2025:



Sitting from Left: M A Wadud, Asst. Gen Secretary, Dilnaz Begum, Gen Secretary, Dilara Ahmed, President, Roselin Sarder, Vice President, Rosie Gomes, Treasurer, Lina Haider, Asst. Treasurer

Standing from Left: Fauzia Begum, Ujjal Raha and Sunita Barua, Members



# PUN TIME



I've just finished reading a book about the world's greatest basement ... It was the best cellar.

It's my first week working at the bicycle factory, and they already made me a spokesperson.

Horses have lower divorce rates. It's because they are in stable relationships.

My laptop caught pneumonia, apparently because I left Windows open.

I thought swimming with dolphins was expensive until I went swimming with sharks ... It cost me an arm and a leg.

It's pretty obvious that if I run in front of a car, I will get tired, but if I run behind a car, I will get exhausted.

Sign At A Barber's Saloon in Detroit: We Need Your Heads To Run Our Business.

90% of bald people still own a comb; they just can't part with it.

Every morning, I get hit by the same bicycle ... It's a vicious cycle.

The word incorrectly is spelt incorrectly in every dictionary.

I've been experimenting with breeding racing deer. People have accused me of just trying to make a fast buck.

What do you call a row of rabbits hopping backwards? A receding hare line.

Always trust a nudist ... They have nothing to hide.

Advertisement In A Long Island Shop: Guitar, for sale..... Cheap..... . .....no strings attached.

Ad In Hospital Waiting Room: Smoking Helps You Lose Weight ... One Lung At A Time!

On a bulletin board: Success Is Relative. The more The Success, The more The Relatives.

When I Read About The Evils Of Drinking...I Gave Up Reading

My Grandfather Is Eighty And Still Doesn't Need Glasses....He Drinks Straight Out Of The Bottle.

You Know Your kids Have Grown Up When: Your Daughter Begins To Put On Lipstick.. Or when your Son starts To wipe It Off

Sign In A Bar:'Those Of You Who Are Drinking To Forget, Please do Pay In Advance!'

Sign In Driving School: If Your Wife Wants To Learn To Drive, Don't Stand In Her Way....Behind Every Great Man...There Is A Surprised Woman.

The Reason Men Lie Is Because...Women Ask too Many Questions.

Getting Caught ...Is The Mother Of Invention.

Laugh And The World Laughs With You...Snore And You sleep Alone.

Laugh  It works Faster than alcohol.!!! .

# Anatomy of an Executive Assistant

## SILVER TONGUE

Often deemed a miracle worker, a great EA is a go-getter by nature and a conversationalist by necessity.



## SUPERSONIC HEARING

On top of all industry news while also serving as their boss' listening ear for the concerns of other colleagues.



## EAGLE EYES

A trait every EA hones to perfection, these let them recall past events, present the latest updates and predict future developments at a moment's notice.



## BLUETOOTH HEADSET

Two hands are better than one - especially when compiling 100-page board packs in 30 minutes or finishing the day's other impossible tasks.

## TITANIUM BACKBONE

Conviction and resilience get them going when facing rejections, demanding executives and tough on-the-fly decisions.



## SMARTPHONE AND BATTERY PACK

The ultimate tools for the 21st century EA, need we say more?



## POCKETFUL OF POST-ITS

When a to-do list looks more like an epic than a haiku, EAs rely on their trusty color-coordinated sticky notes to prioritize tasks.



## CUP OF COFFEE

The only way to survive four rescheduled meetings and two cancelled flights for your boss - all before 10 in the morning.



## BULKY BINDER

What else could possibly fit all meeting agendas, minutes and board files?



## NIMBLE FEET

In a job where plans can change at the speed of a Viber message, EAs always have to be on their toes - anticipating everything and always making the direst situations work.

