



On-line

The monthly Newsletter of the Indian Association of Secretaries and Administrative Professionals, Tamil Nadu Chapter

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AUGUST 2019

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Words of Wisdom

THE ONLY
TRUE WISDOM
IS IN KNOWING
YOU KNOW
NOTHING.

SOCRATES

Dear Members,

The one day that is dedicated to friends is finally here. Every year Friendship day is celebrated on the first Sunday in the month of August in India. Each friend represents a world in us, a world possibly not born until they arrive, and it is only by this meeting that a new world is born. True friendship is like sound health; the value of it is seldom known until it is lost. A single candle can illuminate an entire room. A true friend lights up an entire lifetime. Thanks for the bright lights of your friendship.

They say a friend in need is a friend indeed. Of course, friends are the one you share your warmest hugs with, the funniest of jokes with, yummiest of food and your deepest secrets. When you have a friend by your side, there is nothing you miss. They are also there to help you get over the biggest problems and solve any conflict in a jiffy. Friends are the family you get to choose, your brother from another mother, your sister from another mister.

I would like to wish you a VERY HAPPY FRIENDSHIP and following quote sums it all.

“Best friends are people hard to find, difficult to be, and impossible to live without. They are the people you get along with so easily in the journey called life.”

Today's admins and assistants have redefined their roles and responsibilities multiple times. With rapid changes in technology, business and globalization, administrative job descriptions and titles are changing quickly. The admin and assistant may be acting as tech guru, project manager, meeting planner, team leader, or chief of staff. They are the lifeblood that keeps the office pumping at full speed. In addition, they have frequently inherited responsibilities once handled by middle managers.

“The admin professional is being utilized to manage projects, manage direct reports, and even make decisions on behalf of their executives on a more routine basis,” says Jen Bogle, an administrative assistant at The Kroger Company, one of the world's largest grocery retailers. Therefore, ladies lets be proud that we are Admin Professionals.

Yours
Sudha RB

The first bi-monthly meeting in the month of June for the new committee 2019 was held at the Global Adjustments office. The venue had a very calm, cozy and beautiful ambience even though it is located right in the middle of the city.

The afternoon was fully stacked with events. The first of it was a speaker Lakshmi Subramanian who spoke on Work Life Integration. Lakshmi started the session by asking members to do a balancing act as per the picture she projected and members managed to do so when she counted upto 50. This was more of an ice breaking activity. She then went on to talk about 3 important points that one should consider for work life balance.

1. Be Less perfect
2. Be the CEO / PM of your family
3. Be emotionally light

She further went on to explain the above points in generic family situations that everybody faces in their day-to-day life at their home and at work how to handle it. Each of us could relate to our own situation in our lives. At the end she concluded by mentioning that one should appreciate self by giving oneself a pat on the back which is a motivation for us. In her words, Key to happiness is within oneself and having a self-motivated day is being emotionally light. End of the session she played a video of an interview of Indra Nooyi as to how she does her work life balance.



The second session for the afternoon was various mouthwatering recipes like Paneer Makhani, Kalakand using Microwave Oven demonstrated by Gajalakshmi from Nestle. The items prepared were shared to all members along with the recipe prints. At the end of the session, a game was conducted similar to Thambola but with names of veggies and the winners were given gifts. Nestle also distributed takeaways to all members consisting of a Milk packet, Nestle Gold coffee and a swizz chocolate bar.

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This was followed by a presentation by Hotel Inter-Continental, a 5 star luxury hotel on the East Coast Road and the presenter went on to explain about the various features of its design, the rooms, restaurants etc.

Our Chairperson shared few updates on membership renewal, Pune Convention, APC 2019 etc. To the surprise of members, there was also a Lucky Secretary and the winners for the afternoon were Usha Reddy and Radha Kasturirangan. Thanks to Penny Smith who sponsored the lucky prizes.

We were called for a sumptuous Hi-tea by Hotel Intercontinental. Wow! What a mind blowing spread... I am sure most of the members have missed it. To name them; Tomato & Cucumber Sandwich, Cheese & Pesto Sandwich, Muffins, Mini doughnuts, Fruit cake, Spiced Potato puff, Cupcakes, Almond croissant, Samosa, Brownie, Banana bread, Tetra pack juices, Cookies, Tea/coffee. Pictures below will speak on the spread of items that we were treated with...





Wonders of professional cordiality

The very mention of the word “work place” floods with different thoughts associated with it. For some it could be a place where they spend more time than home, for some a place where challenges are unlimited and for a few a place where they enjoy coming back to, no matter what. Above all, it also is a place we run into our peers every now and then. A few with whom we sustain compatibility, a few with whom we strive hard to maintain.

However, maintaining a cordial manner irrespective of the place and the people it comes with is an art by itself. The ones who exhibit and learn to master this attitude will find themselves breeze past challenges and testing times. It also becomes a stuff to strengthen relationships amongst one’s peers, managers and in your personal lives.

The key to being cordial in your professional arena are few basic aspects which we often tend to take for granted. They are - **to be humble, to listen more, to smile**. In my opinion, it’s that simple.

To be humble, a time when you avail your promotion, a time when your manager/colleague praises you for your work, a time when you receive outstanding appraisal than your peers, are few moments in life, good enough to practice being humble. It also apparently is a time to bear in mind that, *“it could have been someone else, but it was you”*. A humble approach ensures, you come across as a person who people would want to reach out to.

To listen is yet another perspective that people take quick notice of. The more you listen, you are not only absorbing the facts, and the situation, but also giving value to other person’s words and their time. Professionally it could fetch you the answers you were looking for or at times, you must have proved yourself a good friend to someone.

To smile ☺ Who would not want to see a smiling face, when you find yourself buried in your desktop or a bad day at your workplace! Smiling is contagious as well. It is a gesture that makes you stand apart from the rest. It even solves a problem even before you address them. It remains a small starting to profound networking and eventually achieving great bonding at your work place.

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If you are one among them who upholds these simple yet beautiful personalities, I would say you are that one person whom all could look up to and learn about professional cordiality. I hope you would all agree with my opinion ☺

Gita R

Chum Chum Recipe



INGREDIENTS

FOR CHENNA:

- 4 cups cows milk, full cream
- 2 tbsp vinegar or lemon juice
- 1 tbsp maida / plain flour, optional

FOR SUGAR SYRUP:

- 1½ cup sugar
- 8 cups water
- 2 pods cardamom / elachi

FOR STUFFING:

- 1 tsp ghee / clarified butter
- ¼ cup milk
- 2 tbsp cream, optional
- ½ cup milk powder
- 2 tbsp saffron milk
- 1 tbsp powdered sugar

OTHER INGREDIENTS:

- ¼ cup coconut, desiccated
- 3 tbsp tutti frutti

INSTRUCTIONS

Firstly, prepare chenna by curdling milk, drain completely and hang for 30 minutes. After 30 minutes, start to knead the paneer for 8 minutes, additionally add 1 tbsp maida and combine well.

Furthermore, make small oval balls of paneer. Boil for 15 minutes in sugar syrup. Then, keep aside until it cools completely. Take cooked paneer balls leaving behind the water. Slit in between and stuff sweetened khoya. Further, roll them in desiccated coconut and garnish with tutti frutti or dry fruits of your choice.

Finally, serve chum chum recipe immediately or store in refrigerator.

MEETING

- **Date** : 14th September 2019 (Saturday)
- **Time** : 6.30 pm
- **Venue** : Hotel Courtyard Marriott
564, Anna Salai, Teynampet
Chennai – 600 018.
- **Highlight** : APC 2019 Grand Finale
- **Charges** : See notice board
- **RSVP** : 11th September 2019 (Office hours)

Here's wishing all the Members celebrating their Birthdays in August & September 2019

AUGUST

2nd Carmen Shunker
2nd Nisha Menon
5th Surekha Johnson
6th Shirley Heldt
8th Sheryl Stevenage
9th Anne Pereira
12th Claire Bentley
12th Geetha Sampath Kumar
12th Suzanne D'Monte
13th Theresa Marie Kennedy
15th Sheela Glory
15th Priya Balaji
17th Vidhya SP
20th Rama Ranganathan
21st Treasure Henderson
24th Anne Parameswaran
24th Christine Luker
25th Averil Rodrigues
25th Kanchanamala P
26th Geralyn Stephens
28th Cheryl Dique
31st Usha Reddy

SEPTEMBER

4th Sandra Smith
11th Arasi Shanmugam
12th Mala Manishankar
15th Vidhya Sivakumar
15th Poorna Juliet Jerin
16th Emelia Geer
16th Perpetua Frantz
19th Shanthi Chandrasekharan
25th Vijayalakshmi V
26th Vijayalakshmi L N
28th Marie Baskaran
28th Rebecca Patrick

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Happy Birthday!

**Each year you get a
little further from
acting your age.**

BestCardMessages.com

Wishing all the Members celebrating their Wedding Anniversary in August & September 2019



➤ **APC 2019:** -

Please assemble sharp by 6.30 pm.

Event followed by Dinner at 8.30 pm.

Charges:

Members – Rs.350

Member's Spouse – Rs.500

Guests – Rs.500

PS: Children below 18 yrs are not allowed.

Kindly note that we have printed invitations for Bosses. Please inform your committee member if your bosses are available so that the invitation may be sent to them.

- **Pune Convention** – The registration for the Convention is closed. Members attending National Convention are requested to kindly touch base with Gita Rajamani – to provide your flight details / uniform for photo session.

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