



# On-line

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

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March 2024

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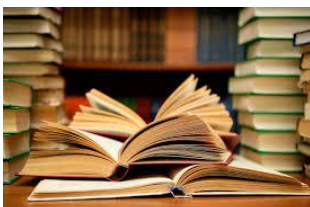
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## **Words of Wisdom**

**“The fragrance of flowers spreads only in the direction of the wind but the goodness of a person spreads in all directions.”**

- Chanakya



## Dear Members,

After a relaxing outing with our members next comes our Day. Yes!! It's Administrative Professionals Day. It is also known as Secretaries Day, which has an interesting history. This day was first celebrated in 1952 in the United States. Administrative day was usually celebrated in the last week of Wednesday in the month of April every year. The day was established to recognize the hard work and dedication of administrative professionals, including secretaries and administrative assistants. Over time, it has become a global observance, honoring those who keep offices running smoothly and efficiently.

The Theme for this year for Administrative Professionals Day 2024 – The Influential Assistant: Shaping Strategy, Steering Success. Here are some tips to help us in improvising on our career and also in our personal front:

- ❖ **Continuous Learning:** Stay updated with latest trends, technological advancements, and best practices in administrative management. Take advantage of online courses, workshops, and seminars to expand your knowledge and skills.
- ❖ **Enhance Technical Skills:** Develop proficiency in relevant software tools and technologies used in administrative tasks. Explore latest features and functionalities to streamline processes and increase efficiency.
- ❖ **Time Management:** Master time management techniques to prioritize tasks, set realistic deadlines, and allocate time effectively. Use advanced tools and time-tracking apps to organize your workload and optimize productivity.
- ❖ **Communication Skills:** Continuously work on improving your communication skills, both verbal and written. Practice clear and concise communication, active listening, and professional etiquette in all interactions with colleagues, clients, and stakeholders.
- ❖ **Build Relationships:** Foster positive relationships with colleagues, supervisors, and stakeholders by being approachable, reliable, and supportive. Collaborate effectively with team members and maintain open lines of communication to build trust and rapport.
- ❖ **Professional Development:** Take initiative in pursuing professional development opportunities, such as certifications, networking events, and career advancement programs. Invest in your personal and professional growth to stay motivated and engaged in your role.

On behalf of the Committee, I wish you all a Happy Administrative Professionals' Day.



**N. Sasirekha**

# HAPPENINGS

## One day Outing with Members – 24<sup>th</sup> Feb 2024

Our bus left at 8.00 am from Rajarathnam stadium, Egmore and we all gathered at Grand Oceana Beach resort for our one day outing. The resort served us a fresh lime juice to beat the heat after which we took our places under a cool hut watching birds in the surrounding greenery. We Birdies started with a churpy chit chat followed by our regular meeting.

Then started the highlight.... members enjoying themselves at the poolside with few of them having dipped themselves fully to have fun while the others sat and watched them have fun.

After the fun at the pool we were served a wholesome sumptus lunch inside a cool hut. Having relaxed our body and tummy, we relaxed our mind with a few rounds of tambola game. The first game was conducted by Treasure in her own entertaining way. Next few rounds of the game was conducted by Karen, who in her unique style took the birdies on a roller coaster ride, confusing them with the numbers to the best of her ability and ultimate fun.

We thoroughly enjoyed ourselves as we shelled out money for each game as the game coordinator was shaking, screaming the numbers, while the others were sweating to win the prize money.

We had lucky draws for two secretaries, Nirmala Nambiar was picked as first lucky secretary and Diana Brisson was the second lucky secretary.

We closed the day with high tea and our jokes and laughter.

Our day ended well and it was time to bid farewell to all the birdies.

**Madhumathy Alexander**



## Few pics of the outing:





**MARCH 2024**

- 4th Dhanalakshmi Rajan
- 5th Arnavaz Sugunesan
- 5th Maria Renaux
- 6th T. Jayalakshmi
- 8th Usha Radhakrishnan
- 9th Juliet Ramamurthy
- 14th Jessie Osman
- 17th Farzana Thomas
- 18th Karena Toner
- 18th Patricia Gomes
- 21st Amutharani M
- 21st Arlene Correya
- 23rd Fabiola Fernandez
- 26th Barbara Dubier
- 28th Barbara Frantz
- 28th Hemalata V
- 28th Michelle Mitchell
- 29th Loretta King
- 29th Penelope Smith

**APRIL 2024**

- 3rd Rebecca Kuruvilla
- 5th Mary Margaret
- 11th Melanie Henderson
- 11th Uma Viswanathan
- 15th Bhama Suresh
- 15th S Meenakashi
- 16th Seethalakshmi BK
- 17th Kamakshi Krishnan
- 21st Seetha Kaarthik
- 22nd Geetha Venugopal R
- 27th Yoland Lobow
- 29th Eanswede Netto
- 30th Malini Satish

We wish a very Happy Birthday and Happy Wedding Anniversary to all members celebrating in March and April 2024. Wishing them joy, love and many more beautiful moments ahead.



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**THE WISE WOMAN'S STONE**

A wise woman who was travelling in the mountains found a precious stone in her stream. The next day she met another traveler who was hungry, and the wise woman opened her bag to share her food. The hungry traveler saw the precious stone in the wise woman's bag, admired it and asked the wise woman to give it to him. The wise woman did so without hesitation.

The traveler left rejoicing in his good fortune. He knew the jewel was worth enough to give him security throughout his life.

A few days later he came back searching for the wise woman. When he found her, he returned the stone and said "I have been thinking, I know how valuable this stone is but I give it back to you in the hope that you can give me something more precious.

If you can give, give me what you have within you that enabled you to give me the stone".

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## LUNCHEON MEETING

**Date :** Saturday, 20<sup>th</sup> April 2024

**Time:** 11:45 a.m onwards

**“IASAP - Administrative Day Culturals”**

### Venue :

Hotel Quality Inn Sabari Grand  
No. 29, Thirumalai Pillai Road,  
Thirumurthy Nagar T.Nagar,  
Chennai - 600 017

**Rate : Rs.150/- per member**

**Guest : Not Allowed**

**RSVP : 14<sup>th</sup> April 2024**

**Kindly transfer the payment to our Bank  
account while giving the RSVP.**

**Account Name : IASAP Tamil Nadu  
Chapter**

**Bank name : Bank of Baroda, Egmore**

**IFSC Code : BARB0EGMORE**

**SB A/c No. : 12730100009194**

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## **SAIL OF THE CENTURY**

For some time, I'd been eyeing a necklace at a local jewellery store run by a woman named Brenda. It was pricey, so I was delighted to see a sign one day that read "Brenda is 36 today, everything in the store is 36 percent off". I entered and bought the necklace. As Brenda finished the transaction I joked, "Happy birthday Brenda, I can't wait until you turn 50. Behind me another customer quietly added, "I can't wait until she's 100.

## **Notice Board**

### **1. MEMBERSHIP RENEWAL**

Associate members are requested to convert their membership in to Life membership on or before 15<sup>th</sup> April 2024.

### **2. KOLKATA CONVENTION - 2024**

Please block your dates from 22<sup>nd</sup> August to 25<sup>th</sup> August 2024 for the 18<sup>th</sup> National Convention to be held in Kolkata. Last date for registration 31<sup>st</sup> May 2024. Request more members to join the Convention.

Registration form along with your payment details can be mailed to [kolkataconvention2024@gmail.com](mailto:kolkataconvention2024@gmail.com) and also mark a copy to your committee member.

We can plan for Pre-Trip Only. More details will be shared on April 20<sup>th</sup>.

### **3. ADMIN DAY – CULTURALS**

Those who are interested to participate in dance or other programme request you to co-ordinate with Treasure Jacob or Jayalakshmi Murali and start the practice.

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