



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

(JANUARY – MARCH 2018)



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2567 2520

**IMM.PAST
CHAIRPERSON**
LATA KHEDKAR
2545 1258

FROM CHAIRPERSON'S DESK

Dear Friends,
Hope you all had a wonderful New Year to begin with and have also set your goals for the year. I wish each one of you success in your endeavor.

It has been such a pleasure to communicate with you all through our quarterly newsletter "BRAIN & BRAWN". At the same time it is a delight to share all the news related to our profession.

As we are in the month of April we shall be celebrating the **ADMINISTRATIVE PROFESSIONAL WEEK** with vigor and pomp. Your Managing Committee has arranged for the **Cookery Demo on Wed. 25th April and Boss-Secretary Day on Sun. 29th April 2018**. So block your dates and attend both the events in large numbers. Further details will be circulated shortly.

We also look forward to your presence at the **24th ASA Congress at PAPUA NEW GUINEA (PNG)** from **24th to 28th Sept. 2018**. All members are advised to gain the benefits from the Congress. So what are you waiting for? Confirm your presence, book your tickets now and experience the warmth & beauty of their culture. Join us to expect the unexpected.....

Warm Regards
Jasmine Jogi





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“The only way to great work is to love what you do”

~ Steve Jobs

2017 ended on a very happy note for us. Lets make 2018 a very exciting year for all of us. Its not a year to let things happen as and when they do. Remember to take chances, risks and even fall if you have to. Do things that drive your soul and make you feel alive. Go the extra mile, do whatever it takes.

As always, I would be happy to hear your views, comments, and suggestions regarding our Newsletter. As the saying goes talent wins games, but teamwork and intelligence wins Championship 😊

Always there !

Bakhtawar Battiwalla
Editor





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JANUARY
SESSION

PRIDE OF COWS

Such a refreshing time, splendid, educative & enjoyable day... Well, Well ! these were some of the reciprocations received from the members who boarded the bus at the end of the day on 21st January 2018.

It is such a pleasure to receive compliments from our very own members. This would not have been possible without your presence. You are all such enthusiastic ladies that we as Committee Members cannot but bring in the best for you all. Keep up the spirit, keep on encouraging us this way and help IASAP Pune Chapter forge ahead with flying colours.

Pride of Cows, a brand of Parag Milk Foods, is a first-of-its-kind, superior farm-to-home milk, from India's most modern dairy farm, with a production capacity of 25,000 litres a day.

Located in the lush greenery of Manchar, close to Pune, the Pride of Cows dairy farm is spread over 26 acres, perched between the Bheema River and the Bheemeshwari hills. The farm is the most advanced in India, equipped with the finest international technology for feeding, milking and processing, conforming to international dairy practices. The learning experience from this visit not only updated us on the product mix but also appraised us on the Marketing Strategy, Financial aspects, Quality and much more.





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JANUARY SESSION

PRIDE OF COWS

Here's a glimpse of our IASAP Ladies having a ball of a time and enjoying every moment of it Thanks to our Organizing Committee for this interesting visit and a bigger thank you to **Parag Milk Food Products** for the hospitality extended to us.



Listening skills :-
during the ppt



GROUP PHOTO



Ladies in the bus



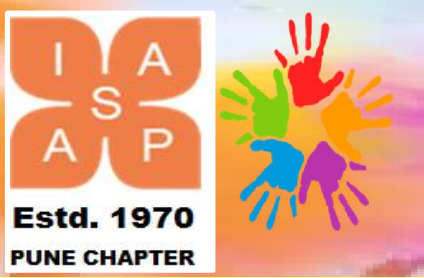
Wide range of Go Cheese
delicacies served & tasted



All set for the plant tour



Wow ! All feet look
so alike



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**FEBRUARY
SESSION**

'Become a Better Version of Yourself: Put Yourself First to Make Yourself First'

A very calculated and well thought approach coupled with some casual dietary changes, is all that it takes to create a **'New You'**. This month session we concentrate **not** on motivating the ladies to renew their gym membership; but rather using these simple D-I-Y kind of daily hacks towards maintaining ourselves, both on the inside and outside. Once this discipline is attained, it can be transferred to any sphere of life and excellence achieved in any foray of our lives.

To help us encourage this we invited a frivolous, young & dynamic Mr. Zahan Sen, a fitness trainer and lifestyle expert from Calcutta. This session was held on 24th February 2018 at Hotel Royal Orchid Central, Kalyani nagar and thoroughly enjoyed by everyone present.





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**MARCH
SESSION**

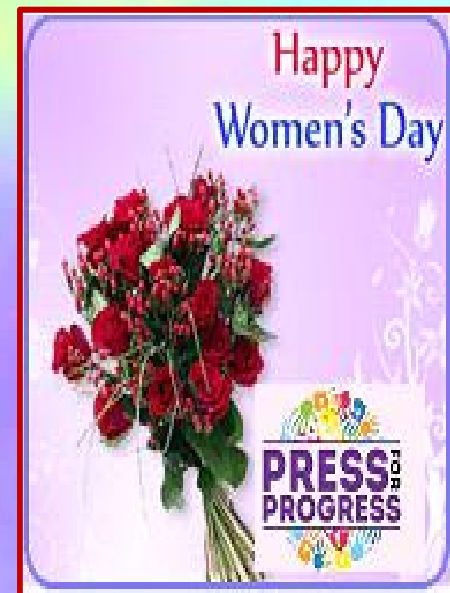


8th March 2018 is celebrated as International Womens Day. The Managing Committee had arranged for interesting sessions including lunch on 24th March 2018 at Kirloskar Pneumatic Co. Ltd. Hadapsar Industrial Estate, Pune 411013. :-

- 1. SESSION I : An Interactive Session with focus on International Women's Day theme "PRESS FOR PROGRESS"** which was to be conducted by a talented Leadership Facilitator & Coach – Mr. Himanshu Shekhar from Inspilead Management Consultancy.
- 2. SESSION II : Environmental Information on PLASTIC WASTE MANAGEMENT** by Dr. Medha Tadpatrikar – Director of Keshavsita Memorial Foundation Trust.

Unfortunately, the above had to be cancelled on account of poor response from our members. Ladies, your Organizing Committee puts in a lot of efforts in planning the monthly sessions & annual events just for you.

We need a break from the office scenario to unwind & upgrade ourselves always. Therefore, henceforth we earnestly urge you to attend the sessions along with your friends & colleagues in large numbers.





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EDUCATE YOURSELF ON : HISTORY OF CELEBRATING REPUBLIC DAY

India got freedom from the British Rule on 15th of August in the year 1947. At that time, there was no permanent constitution of the country. First time, the first draft of the Indian Constitution was presented by the drafting committee to the national assembly on 4th of November in the year 1947. The first draft of the Indian Constitution was signed by the national assembly in both version, the English and the Hindi on 24th of January in the year 1950.

Then the Constitution of India came into effect on the Republic Day means 26th of January in 1950. From then on, 26th of January is being celebrated as the Republic Day in India. On this day, India was declared as the Purna Swaraj Country.

The Constitution of India brought the power to the Indian citizens to select their own government. The oath was taken by the Dr. Rajendra Prasad as a first President of the India at Durbar Hall in the Government House. India has big history behind celebrating the Republic day.

-- Bakhtawar Battiwalla



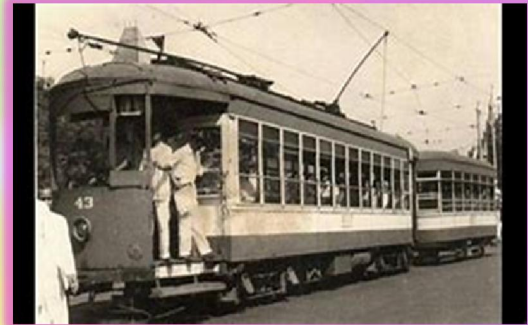
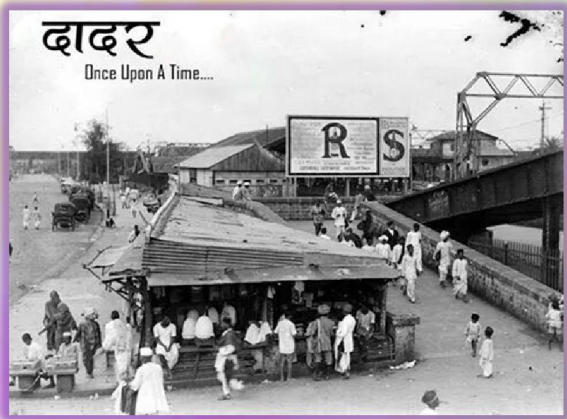
Proud To Be Indian



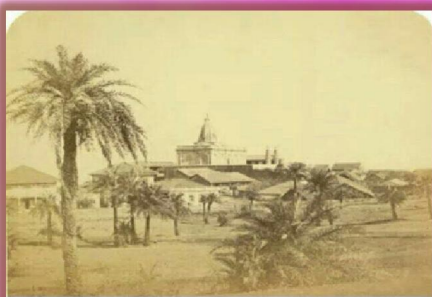
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First Bus From BEST



GLIMPSE OF OLD MUMBAI



Mahalaxmi Bombay 1851





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ARTICLE BY MARK MANSON. -- THINKER. LIFE ENTHUSIAST.

THE MOST IMPORTANT QUESTION OF YOUR LIFE –

Everybody wants what feels good. Everyone wants to live a carefree, happy and easy life, to fall in love and look perfect and make money and be popular and well-respected and admired to the point that people part like the Red Sea when you walk into the room.

Everyone would like that — it's easy to like that.

If I ask you, "What do you want out of life?" and you say something like, "I want to be happy and have a great family and a job I like," it's so ubiquitous that it doesn't even mean anything.

A more interesting question, a question that perhaps you've never considered before, is what pain do you want in your life? What are you willing to struggle for? Because that seems to be a greater determinant of how our lives turn out.

Everybody wants to have an amazing job and financial independence — but not everyone wants to suffer through 60-hour work weeks, long commutes, obnoxious paperwork, to navigate arbitrary corporate hierarchies and the blasé confines of an infinite cubicle hell. People want to be rich without the risk, without the sacrifice, without the delayed gratification necessary to accumulate wealth.

People want to start their own business or become financially independent. But you don't end up a successful entrepreneur unless you find a way to appreciate the risk, the uncertainty, the repeated failures, and working insane hours on something you have no idea whether will be successful or not.

If you find yourself wanting something month after month, year after year, yet nothing happens and you never come any closer to it, then maybe what you actually want is a fantasy, an idealization, an image and a false promise.

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THE MOST IMPORTANT QUESTION OF YOUR LIFE -contd

Maybe what you want isn't what you want, you just enjoy wanting. Maybe you don't actually want it at all.

Sometimes I ask people, "How do you choose to suffer?" These people tilt their heads and look at me like I have twelve noses. But I ask because that tells me far more about you than your desires and fantasies. Because you have to choose something. You can't have a pain-free life. It can't all be roses and unicorns. And ultimately that's the hard question that matters. Pleasure is an easy question. And pretty much all of us have similar answers. The more interesting question is the pain. What is the pain that you want to sustain? That answer will actually get you somewhere. It's the question that can change your life. It's what makes me and you. It's what defines us and separates us and ultimately brings us together.

Despite fantasizing about this for over half of my life, the reality never came. And it took me a long time and a lot of negative experiences to finally figure out why: I didn't actually want it.

But the truth is far less interesting than that: I thought I wanted something, but it turns out I didn't. End of story.

I wanted the reward and not the struggle. I wanted the result and not the process. I was in love not with the fight but only the victory. And life doesn't work that way.

This is not a call for willpower or "grit." This is not another admonishment of "no pain, no gain."

This is the most simple and basic component of life: our struggles determine our successes. So choose your struggles wisely, my friend.

-- Jaya Lingam



MARK MANSON
Author, Thinker, Life Enthusiast.



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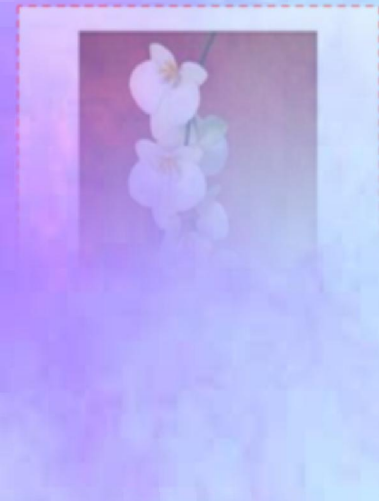
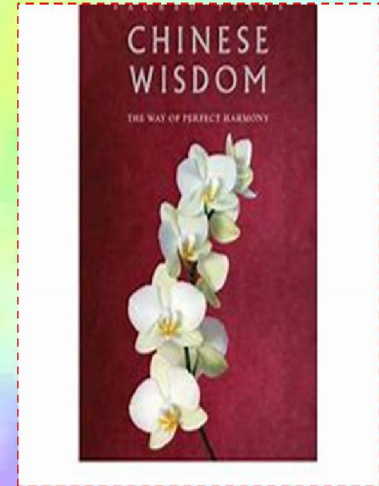
OLD CHINESE Wisdom :

A moral story A farmer in ancient China had a neighbour who was a hunter, and who owned ferocious and poorly trained hunting dogs. They jumped over the fence frequently and chased the farmer's lambs. The farmer asked his neighbour to keep his dogs in check, but this fell on deaf ears. One day the dogs again jumped the fence, attacked and severely injured several of the lambs. The farmer had had enough, and went to town to consult a judge who listened carefully to the story and said: "I could punish the hunter and instruct him to keep his dogs chained or lock them up. But you would lose a friend and gain an enemy. Which would you rather have, friend or foe for a neighbour?" The farmer replied that he preferred a friend. "Alright, I will offer you a solution that keeps your lambs safe, and which will keep your a neighbour a friend." Having heard the judge's solution, the farmer agreed.

Once at home, the farmer immediately put the judge's suggestions to the test. He took three of his best lambs and presented them to his neighbour's three small sons, who were beside themselves with joy and began to play with them. To protect his son's newly acquired playthings, the hunter built a strong kennel for his dogs. Since then, the dogs never again bothered the farmer's lambs. Out of gratitude for the farmer's generosity toward his sons, the hunter often shared the game he had hunted with the farmer. The farmer reciprocated by sending the hunter the cheese he had made. Within a short time the neighbours became good friends. A saying in old China went something like this, "One can win over and influence people the best with gestures of kindness and compassion." A similar Western saying: "One catches more flies with honey than with vinegar." Let us make an effort to make a pact that we will be polite when we speak and not make rude and sarcastic remarks at every opportunity we get, especially with our families, friends and colleagues.

Good luck !

-- Farida Achhadwala





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Laughter is the Best Medicine:

It's fun to share a good laugh. But did you know it can actually improve your health? It's true: laughter is strong medicine. It draws people together in ways that trigger healthy physical and emotional changes in the body. Laughter strengthens your immune system, boosts mood, diminishes pain, and protects you from the damaging effects of stress. By seeking out more opportunities for humour and laughter, though, you can improve your emotional health, strengthen your relationships, find greater happiness—and even add years to your life.

Physical health benefits of laughter:

- ✓ Boosts immunity
- ✓ Lowers stress hormones
- ✓ Decreases pain
- ✓ Relaxes your muscles
- ✓ Prevents heart disease

Mental health benefits of laughter:

- ✓ Adds joy and zest to life
- ✓ Eases anxiety and tension
- ✓ Relieves stress
- ✓ Improves mood
- ✓ Strengthens resilience

Social benefits of laughter:

- ✓ Strengthens relationships
- ✓ Enhances teamwork
- ✓ Helps defuse conflict
- ✓ Promotes group bonding





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Must-Have Skills to Become a Stand-Out Administrative Assistant :

1. Adapt in Technology

Having the technological skills necessary to perform data entry, manage team calendars, and create company reports are highly sought after skills in assistants. It's important that admins are familiar with Microsoft Office software like Excel, Word, PowerPoint, Outlook, and more. It's also not uncommon for admin assistants to help input data into a customer relationship management (CRM) system, customer service platform, or virtual help desk. This means you need to have a thorough understanding of computer software, browsers, and operating systems in order to perform the job.

2. Verbal & Written Communication

One of the most important skills you can exhibit as an admin assistant are your communication abilities. The company needs to know they can trust you to be the face and voice of other employees and even the company. This includes handling incoming correspondence from customers, suppliers, or partners in a timely and professional manner. In addition, it's important admin assistants or clerks have a friendly and positive attitude when they interact with customers, guests, and other employees.

3. Organization

Not only are strong organization skills needed to keep yourself organized as an administrative assistant, they are also needed so you can keep the whole office organized as well. This includes organizing team schedules, events, and files with a system that makes sense for everyone..

4. Time Management

To make sure your time is properly allocated and planned, it's crucial that you have good time management. Otherwise, you will potentially stretch yourself too thin.



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Must-Have Skills to Become a Stand-Out Administrative Assistant :

contd.....

5.Strategic Planning

Similar to time management, admin assistants need to be able to plan strategically. This means prioritizing your tasks in order of importance or planning out processes for the entire office to follow. Planning skills also come into play when arranging employee and executive calendars when unexpected cancellations or changes arise.

6. Resourcefulness

In business, things can change at a rapid pace and you need to be able to adapt quickly to get the job done and assist your teammates. To do this, admins need to be resourceful in getting their tasks done through multi-tasking and creative thinking skills. This is especially important when your boss is unavailable during a crisis—as an assistant you need to be resourceful in exploring other avenues to reach a solution.

7. Detail-Oriented

In handling sensitive client or partner communications, assistants need to be detail-oriented to catch potential typos and grammatical errors. Furthermore, having an eye for detail helps with data entry tasks and reporting to ensure that your work is accurate and trustworthy. Missing small details in a report or memo leaves a less than stellar impression on the recipient and leaves room for further mistakes.

8. Anticipates Needs

The difference between a good assistant and a great assistant is their ability to anticipate needs and complete important tasks without needing to be asked. An amazing assistant will take initiative to support the business instead of waiting around for approval or direction. Think the company contact list is out of date? Update it to show your bosses that you can take care of the business without needing constant supervision.

Become the Backbone for Successful Business

Dilnavaz Nekoo



(JANUARY – MARCH 2018)

Blow out the Candles,
Wish away,
you are the
superstar of the day.
HAPPY BIRTHDAY!

BIRTHDAYS IN APRIL

Daisy Amaria	2nd
Viola Bhaskar	3rd
Veena Bengle	5th
Vanita Jagdale	7th
Veera Chawla	12th
Lata Khedkar	12th
Kashmira Jijina	14th
Navaz Deshmukh	14th
Rosy Pereira	18th
Christine	
Gopalkrishnan	19th
Deepali More	19th
Shobha George	25th
Meenakshi Bhan	29th
Kanta Ahuja	30th

BIRTHDAYS IN MAY

Swananda Goting	2nd
Ragini Mudaliar	4th
Zeenat Naik	4th
Jasmine Jogi	7th
Supriya Vanarase	7th
Manijeh	
Menuchehry	8th
Padmini Khale	10th
Vaishali Vaidya	10th
Annama Kuruvilla	15th
Sheila Ferrao	17th
Usha Abnave	19th
Sunita Basu	21st
Bhavana	
Bhavnagarwala	23rd
Susan Varghese	26th
Teresa Mascarenhas	28th
Nazneen	
Limboowalla	29th
Archana Katti	31st

BIRTHDAYS IN JUNE

Artimizia Dsouza	1st
Alka Mehta	1st
Mary Bruce	2nd
Roshan Divecha	5th
Minal Harne	7th
Jennifer Kumar	7th
Hutoxi Anklesaria	7th
Preeti Purswani	11th
Poornima Chainani	12th
Yasmin Samad	12th
Thankam Manuel	14th
Seema Kudiya	15th
Zenobia Pajnigar	17th
Annie Dsouza	18th
Safia Hamsa	18th
Monika Bhilare	19th
Perviz Patel	23rd
Swati Shirwale	26th
Suchita Kadam	27th
Marilyn Grimditch	29th
Sarraah Gupta	29th
Deepali Molekari	30th



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Please write to :

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We are online at www.iasapindia.com

Also do join us on :

IASAP Pune Chapter Facebook page &
LinkedIn too 😊

