



PRESIDENT'S COMMENT



Well, what a year it's been and we have only one group get together left before it ends! We are hoping to see as many members as possible come to support our function on Wednesday 11 November as members of the GMT have spent considerable time organising it. For those who want to have some activity before dinner, we are meeting at Bowlarama for 1-2 games of tenpin bowling first. Then dinner will be at Golden Time in Main Street, for a Chinese banquet. Wear something festive! It will be a great night.

I would like to acknowledge Sally Lloyd who is our immediate past-President. Sally has been on GMT for several years, including serving as President since 2018. She has worked tirelessly over this time to make sure that the group runs smoothly, including during times of illness. For several years running Manawatu Group won the Competency Certificates Award at the National Conference. Sally's work on getting so many members through the modules is a credit to her. She has also done much of the meeting co-ordination and administration whilst fulfilling the President role as well. I'm sure you will all join me in acknowledging and thanking her – an incredible effort!



Our first meeting for 2021 will be with Sam Laing from Nomad8 who will run an interactive session on Agile working, which involves a mindset and collaborative way of working that provides fast and creative outcomes. It sounds exciting and I'm told Sam is dynamic and captivating speaker and we'll learn a lot in a short time!

Do enjoy your holidays and I hope you and your family have a wonderful festive season!

Best Regards
Pam



Pam (President) presenting a thank you gift to some of the 2019-2020 GMT members

NOVEMBER MEETING

Wednesday 11 November 2020

We have organized two events for our End-of-Year function:

- **10 Pin Bowling:** Bowlarama, 94 Cuba Street (opposite the Arena), 5.30 pm (to begin at 5.45 pm), \$13.00 per game. If you do not wish to bowl, spectators are welcome.
- **Dinner:** Golden Time Restaurant, 649 Main Street, 6.45 pm (to be seated by 7.00 pm), \$25.00 (banquet set menu attached).

FEBRUARY 2021 MEETING

Wednesday 10 February 2021
Agile in an hour with Sam Laing!

Business Agility is about being able to embrace change, work with complexity and have Agile values and principles at the heart of how your organisation works.

This will be a session to learn all about Agile. What is it exactly? What does it look like? Which companies are agile and how are they using it? You will also get to experience a little bit of agile in the session. Bring your questions as we will have time to get into some of those.

About Sam

Sam wants people to be happy and productive at work. Working with purpose and meaning and joy. From starting out as a software developer, she now uses and enthuses about agile with many different industries and teams. A regular speaker at international agile conferences, she has co-authored a number of books on agile and Scrum. To preview more go to <https://nomad8.com/>

YOUR HELP NEEDED

LIKE and FOLLOW the AAPNZ Manawatu Group Facebook Page

In 2021 we are going to look at how to get new members and share all the goodness we already know you can find at AAPNZ! There's something you can do to help spread the word about AAPNZ Manawatu NOW! If you haven't done it yet, please LIKE and FOLLOW our FB page! An easy and effortless way you can help us to get the group and our events publicised with just one click! <https://www.facebook.com/AapnzManawatu>

EVENTS

- **AAPNZ National Conference (Virtual), 20 – 21 November 2020**
Planning is well underway to bring you a two day event that will not only inspire and motivate you, you'll also have the opportunity to network virtually with other business support professionals from New Zealand and the world. Registrations will open soon. <https://aapnz.org.nz/event-3872691>

UNDERSTANDING BURNOUT

Understanding Burnout - with Sara Warnock, Seedling Yoga

A presentation given to Wellington Group in October 2020

The recording can be viewed here:

https://vuw.zoom.us/rec/share/i7IPwqmZ2zas65pOxmCk5ceMRX1cTLfgbKZ0KqA7rPHAMcAQEWvuMO_BPvVJe6Mj.z0QNadQJH2BkwSed

Sara's presentation begins at time mark **14.30**. Type in the password: **!!vD0p#8** (*best typed in rather than copy and pasted*).

WORLD ADMINISTRATORS SUMMIT

What happened at the World Administrators Summit?

The World Administrators Summit (WA-Summit) is a global meeting of administrative and office professionals and their associations. It was held virtually in August 2020 due to Covid-19.

It brings together the best and brightest minds in the profession today. The WA-Summit is committed to its purpose of *guiding, influencing and positively developing the profession*. The delegates from each country discuss topics of importance to all administrative professionals and develop credible outcomes which are shared around the world.

See <https://wa-summit.com/wa-articles/> for the latest news and check out the web site!

DOREEN SMART SCHOLARSHIP

Doreen Smart Scholarship – worth \$1000!

Doreen Smart was the founder of New Zealand Certificated Secretaries Inc (the first name of AAPNZ), who died in 1998. Today we have the Doreen Smart Scholarship to mark her drive, passion and achievements. This scholarship is contestable and is available to any full member to assist them in achieving their own professional development goal.

Application forms are available by logging into the AAPNZ web site at <https://aapnz.org.nz/scholarships> and close on 20 November 2020.

AAPNZ WEBSITE

We now have access to our webpage on the AAPNZ website: <https://www.aapnz.org.nz/manawatu>

What would you like to see on this page? If you have any ideas, please let me know (t.m.sheehan@massey.ac.nz)

PERSONAL / PROFESSIONAL DEVELOPMENT

New Free Career Service Available Nationwide

A new over-the-phone service offering free personalised career guidance from qualified professionals is now available from the Tertiary Education Commission (TEC) in partnership with the Career Development Association of New Zealand (CDANZ).

Direct Career Service was launched on 19 October and is a key part of the Government's response to the impact from the COVID-19 pandemic.

You can get advice from a professional career expert for free. They can help you to:

- make a personalised career plan
- gain confidence
- find work or training.

Visit <https://www.careers.govt.nz/plan-your-career/talk-to-a-career-expert/career-advice/>

Project Management Basics

For those who would like to look in to doing some project management training, especially following our session with Michael Hawker.



Our construction masterpieces from our session on Project Management last month.

Project Management Basics is the official PMI online course to build your project management skills and prepare for the Certified Associate in Project Management (CAPM)[®] certification exam. It is a foundation course, suitable for administrators. See <https://www.pmi.org/shop/p/elearning/project-management-basics---an-official-pmi-online-course/16125>

The Certification Preparation Network (CPN) is a 12–16 week programme, offered in a number of Branches throughout New Zealand, including in Manawatu, to help you study towards sitting the [Project Management Professional](#) (PMP[®]) or [Certified Associate of Project Management](#) (CAPM) qualification. This exclusive programme is facilitated by local experienced and certified project managers who share their experiences to enhance your learning. Each participant pays \$120 at the beginning of the semester.

Contact Michael Hawker, from the Manawatu Branch of PMI NZ with questions - <https://pmi.org.nz/contact-us-manawatu/22-michael-hawker>

Minute Taking Madness

Robyn Bennett has written an essential resource jam-packed with tips, techniques and exercises to help you write minutes quickly.

Available in e-format, Minute Taking Madness is available for a limited time only, special launch price. Go to <https://minutesmadness.wordpress.com/home/> for your choice of download options.

If you'd like to read the whole of Chapter 1 for free, subscribe to her newsletter and she'll send it to you.

HOTEL DISCOUNT

Fantastic offer from The Oaks to ALL AAPNZ members and their organisations

AAPNZ members can take advantage of the 15% off best flexible rates at all hotels across New Zealand and Australia valid until 31 December 2021.

This offer is open to AAPNZ members as well as their work employees. If you would like to avail the discount for your work-related travel too, the hotel can also set them up as a separate company with same discount offer so they can make, track bookings and arrange payments etc accordingly.

Bookings can be made by using the promo code "AAPNZ" on our main hotel website (<https://www.oakshotels.com/en>) or travellers can book by clicking the below weblinks. Use Promocode: **AAPNZ** or click the link [here](#). Travellers will need to provide general booking details in the booking form once the promocode is applied on the booking page.

A FEW THINGS TO NOTE:

- If you need to update your personal details please let Maree, maree.pritchard@thinkhauora.nz, our Membership Officer, know.
- A reminder that we **must** have members RSVP for each month's meeting. This is needed so that numbers can be confirmed for catering on the night.
- Please note cancellations after Monday lunchtime are charged by Copthorne.
- If you would like to contribute anything to the newsletter, please have this to the newsletter editor, Tina, t.m.sheehan@massey.ac.nz, on the Friday following the monthly meeting.

Meeting Fees

A reminder that we need to pay a meeting fee of \$10 each month. This can be paid in cash on the night or can be paid via direct credit into the AAPNZ Manawatu Group bank account.

Details for paying by direct credit:

Bank account number: 02 0727 0510896 000

Reference: Initials and surname, meeting fee, month (e.g. T.L.Green, Meeting Fee, July)

It would be appreciated if all IOUs are cleared before the end of the year. Please contact our Finance Officer, Janet, j.m.lowe@massey.ac.nz to find out if you have any.



AAPNZ Manawatu Group Management Team Directory

President:	Pam Dolman <i>pam.dolman@xtra.co.nz</i>
Membership Officer:	Maree Pritchard <i>(maree.pritchard@thinkhauora.nz)</i>
Social Media Guru:	Pam Dolman <i>(P.J.Dolman@massey.ac.nz)</i>
Finance Officer:	Janet Lowe <i>(J.M.Lowe@massey.ac.nz)</i>
Meeting Co-ordinator:	Shannon Miller <i>(Shannon.Miller017@msd.govt.nz)</i>
Admin Officer:	Are you interested? Talk to a member of the Management Team
Newsletter Editor:	Tina Sheehan <i>(T.M.Sheehan@massey.ac.nz)</i>
Website Administrator:	Tina Sheehan <i>(T.M.Sheehan@massey.ac.nz)</i>
Committee Members:	Nicki Williamson <i>(Nicki.Williamson@midcentraldhb.govt.nz)</i>

AAPNZ Manawatu Principal Sponsor



PALMERSTON NORTH

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