



QUARTERLY NEWSLETTER

PRESIDENT'S MESSAGE



In today's fast-paced world where the Administrative Profession is continually evolving, we must adapt to meet the challenges and opportunities that lie ahead. While the world celebrates Administrative Professional Day on the 23 April 2025, the National Association of Administrative Professionals of Trinidad and Tobago (NAAP) celebrates the career advancement of Administrative Professionals. In so doing, we progressively seek to improve membership engagement and keep well informed on the progress and activities of our organization.

As the President of this Association, I am pleased to be part of this milestone achievement where we have successfully relaunched our newsletter. Our newsletter is more than just a publication as it can serve as a vital platform for collaboration, learning, empowerment, and providing highlights on our accomplishments as an organization.

Let us therefore embrace this new chapter and see it as an opportunity to strengthen our community and enhance our professional growth. I invite your input and participation for the continuation of this undertaking.

Thank you for your continued dedication and support. I look forward to working alongside you as we embark on this exciting journey together in strengthening and elevating the standard of the profession to its highest level of excellence!

Ms. Cheryl St. Louis MBA, AS - NAAP President (2025-2026 Term)

IN THIS NEWSLETTER YOU WILL FIND:

Upcoming Events, The Professional Corner, Member Spotlights, Brain Break and Lots More!

HAPPENINGS HUB



HIGHLIGHTS OF CONNECT 2025

An Informational Seminar and Networking Session

The Membership Committee hosted this event which was held on February 1st 2025 and was attended by twenty-one (21) persons (both members and non-members)

Presentations included Resume Building Tips , Interview Preparation, Office Etiquette and Attire. Additionally, attendees enjoyed a game of Professional Bingo where they were encouraged to network to find persons who matched the prompts on the bingo card squares.

So pleased were the attendees, they expressed a desire for a "part 2" of the event. The committee will be pursuing this in the near future.

The Committee Extends heartfelt thanks to all those who attended and especially all members of the Association who contributed to making this event a success!

SEE YOU AT THE NEXT ONE!



COMING UP – APW 2025
APRIL 20TH TO 26TH

THEME:
ADMINISTRATIVE
PROFESSIONALS: EMBRACING
GOVERNANCE IN THE
EVOLVING WORKPLACE

EVENTS:

Wednesday 23rd April 2025 (AP Day)

Virtual Session - Microsoft Teams

Presenter: Mrs. Bridgid Annisette-George

Speaker of the House of Representatives

Cost: \$100.00 TT/PP

Time: 10.00 am to 11.00 am

Click the link to Register:

<https://forms.gle/zRjmCYmV5gnatWnu8>

Online Competition

Follow our Social Media Pages for more
information on how you can participate!

October 2025

B-SOTY Exercise

Date and Location to be advised

Please contact the APW Coordinators
should you require assistance.

Charon: 297-5448

Gainder: 328-5982

Eileen: 468-3854

PART 1 – GREETING ETIQUETTE

Welcome to our educational series on Corporate Etiquette.

This segment will address the importance of using proper titles and forms of address in professional interactions, understanding how to address individuals of different ranks and positions, and exploring the cultural norms and protocols for greetings in Trinidad and Tobago.

When addressing individuals, it is essential to consider their rank, position, and professional titles. This can include designations such as Mr., Mrs., Ms., Dr., Professor, or titles associated with specific roles or positions within an organization. Paying attention to these details and using the appropriate form of address shows your respect for their expertise, status, and contributions.

The cultural diversity of the country brings forth various customs and traditions when it comes to greetings. Understanding and respecting these cultural nuances is key to establishing positive connections and avoiding any unintended offense.

In Trinidad and Tobago, greetings are often warm and friendly. It is common to greet someone with a smile, direct eye contact, and a verbal greeting, such as "Good morning," "Good afternoon," or "Good evening." Additionally, when addressing individuals, it is customary to use respectful titles followed by the person's surname, unless they invite you to use their first name. For example; Good afternoon, Professor Griffith.

However, it's important to remember that individual preferences may vary, and cultural norms can change based on the context and the level of familiarity. Some individuals may prefer a more formal approach, while others may appreciate a warmer and more relaxed style. Being attentive to these preferences and adapting our greetings accordingly demonstrates our cultural sensitivity and respect for diverse customs.

By mastering the art of using proper titles and forms of address and understanding the cultural nuances of greetings in Trinidad and Tobago, you will be better equipped to establish respectful and professional relationships, create a positive impression, and foster effective communication in your professional endeavors.



55TH ANNIVERSARY AWARDS

To commemorate this remarkable anniversary, the Association hosted a gala celebration at its headquarters, nSa House on December 7th 2024, bringing together members, past and present leaders, volunteers, and supporters. The event featured speeches from Ms. Abigail Bynoe Deputy Permanent Secretary of the Ministry of Public Administration, Founder and recent inductee into HRMATT's Hall of Fame Ms. Grace Talma along with then President Mrs. Angela Reece, who highlighted the achievements and contributions of the organization over the years.

The anniversary celebration also featured recognition of several long-standing members and volunteers, whose commitment to the Association has been unwavering over the years. Their dedication and tireless efforts were awarded in the categories of Outstanding Leadership, Outstanding Ambassador and Outstanding Volunteer. Awardees are as follows:

Outstanding Ambassador:

Ms. Charon Maxime

Mrs. Ethlyn Mae John (Awarded Posthumously)

Ms. Gainer Maharaj

Ms. Patsy Ransome

Outstanding Leadership:

Mrs. Carol Joseph

Mrs. Eileen Veronica Blackman

Ms. Maria Superville-Neilson

Outstanding Volunteer:

Ms. Dawne Pierre

Mrs. Jane Ragoo

Ms. Josephine Marchan

President's Award:

Mr. and Mrs. Raghunanan



Absent from Photo: Ms. Charon Maxime and Mrs. Carol Joseph

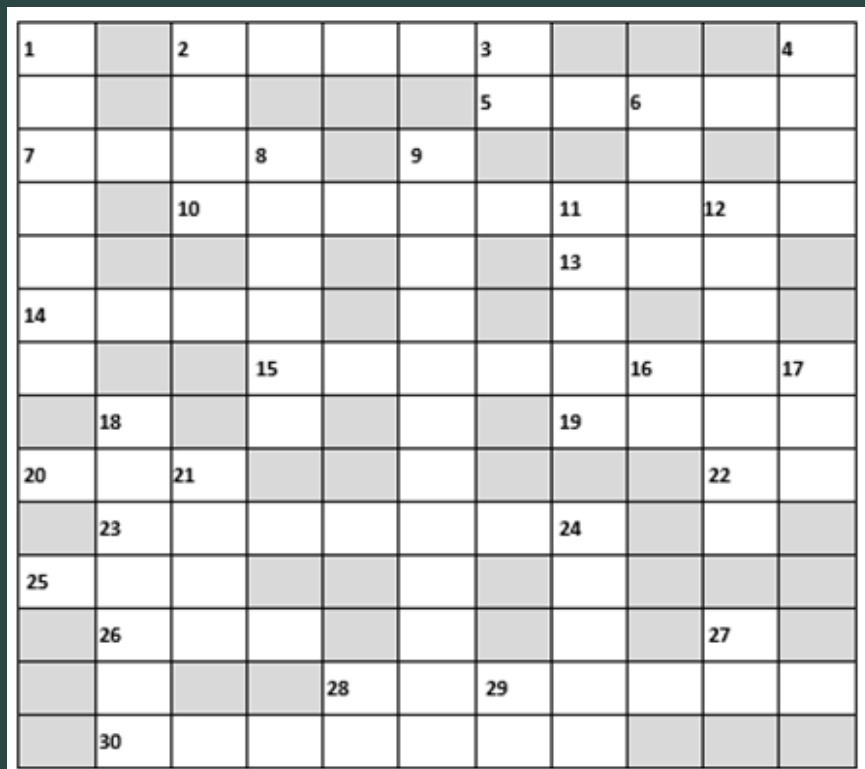
CONGRATS TO ALL AWARDEES!!

We look forward to continued celebration of the efforts and achievements of our members in the future!



MIND GAMES

CROSSWORD



THE LAUGH LOUNGE

DAD JOKES

Why don't skeletons fight each other?
Because they don't have the guts! 😊

Why did the scarecrow win an award?
Because he was outstanding in his field! 🌽 😊



DOWN CLUES:

1	Mechanical or electronic devices.
2	"Head Honcho"
3	Alien Movie directed by S. Spielberg.
4	Dismal, esp. from lack of light.
6	Friendly talk at the coffee machine.
8	A dog's home.
9	A person who demonstrates superior knowledge in a specific field.
11	Small <u>savory</u> dishes, snacks or appetizers of Spanish cuisine.
12	Contribute greatly to a person's benefit.
16	A useful adverb.
17	Method producers suggest for future sale of their products. (abbr.)
18	'Brotherhood' in the Trade Union field.
21	Writing instruments.
24	A lively 18 th Century ballroom dance.
28 & 27	← (Solve in the order shown): "If It Has To ____, It's Up to ____".
29	Used to draw attention to an amazing event.

ACROSS CLUES:

2	Instrument for employee identification.
5	Spanish verb meaning 'to touch'.
7	Office furniture.
10	Previously known as a 'keeper of <u>secrets</u> '.
13	Past tense of 'eat'.
14	Past participle of the verb 'tear'.
15	A platform used to access different floor levels.
19	Taste that excites a person's salivary glands.
20	Local name for 'Police Officer'.
22	Commercial oil industry giant. (abbr.)
23	An assembly of persons for a particular purpose.
25	Receptacle used for storing ashes of a cremated person.
26	To make an enquiry.
28	Foolish or deceptive talk.
30	Wrap up, cover, or surround completely.

BRAIN TICKLER

RIDDLES

What has a head, yet no shoulders? A heart, yet no blood? Alive, but cannot speak?

It takes less time for me to count down from 100 than it does from 75. What am I?

Answers on the last page.

ANNOUNCEMENTS

CONDOLENCES

Heartfelt condolences are expressed to the family of our dear member Ms. Verlyn Rolocks (Tobago).

Similarly, sincere condolences are expressed to the following members and their families on the passing of their loved ones:

Ms. Cheryl St. Louis on the passing of her mother

Marcia Goodridge on the passing of her husband



BIRTHDAY SHOUTOUTS

Another year older, another year wiser! We're excited to celebrate the birthdays of our incredible team members this month. Each one brings their unique energy and talent to everything they do, and we're grateful for their contributions.

Join us in wishing a big happy birthday to these special individuals—may this year bring them even more success, happiness, and unforgettable moments!

Bountiful Birthday Greetings go out to:

Sasha Frost - January 14th

Gainder Maharaj - February 7th

Dawne Pierre - March 5th

Maria Superville-Neilson - March 8th

Josephine Marchan - March 20th



Members are asked to submit any item recipes, tips, trivia, jokes, Dos and Don'ts for APs, that you may wish to share for the Newsletter to Ms Sasha Frost @ sashafrost47@gmail.com

REMINDERS

RENEW YOUR NAAP MEMBERSHIP

NAAP Membership Fees are due April 1st, 2025. Please contact the Treasurer, Mrs. Bernell Bushell-Ray for payment options.

NAAP COMMEMORATIVE BOOK

Members are encouraged to purchase a copy of the 50th Anniversary Commemorative Book. Payment Plans available. Please contact Mrs. Bernell Bushell-Ray for more information/purchase.



BRAIN BREAK SOLUTIONS

CROSSWORD SOLUTION:

1 G		2 B	A	D	G	3 E				4 G
A		O				5 T	O	6 C	A	R
7 D	E	S	8 K		9 P			H		E
G		10 S	E	C	R	E	11 T	A	12 R	Y
E			N		O		13 A	T	E	
14 T	O	R	N		F		P		D	
S			15 E	L	E	V	A	16 T	O	17 R
	18 C		L		S		19 S	O	U	R
20 C	O	21 P			S				22 N	P
	23 M	E	E	T	I	N	24 G		D	
25 U	R	N			O		A			
	26 A	S	K		N		L		27 M	
	D			28 B	A	29 L	O	N	E	Y
	30 E	N	V	E	L	O	P			

RIDDLE ANSWERS

1. Lettuce
2. A Microwave

GREETINGS

As Administrative Professionals Day approaches, the Board of Directors would like to extend our heartfelt gratitude to all of our incredible members. We celebrate you and all the hard work you do, often behind the scenes, to keep everything running smoothly. We are proud to have such skilled professionals as part of our community. Thank you for everything you do!"

The Board of Directors would like to wish all members
Happy Shouter Baptist Day - March 30th 2025
Eid Mubarak - March 30th 2025
Happy Easter - April 18th - 20th 2025

Members of the public and Administrative interests wishing to join the Association are kindly asked to contact NAAP at 328-5982 or email via naaptt@yahoo.com
Visit us on Facebook @NAAP Trinbago