



**Association of Professional Trainers  
SINGAPORE**

**Annual General Meeting 2014**  
Annual Report

WELCOME TO APTS

*where your journey of Discovery, Growth & Breakthrough begins*



# **C o n t e n t s**

1. Agenda
2. Secretary's Report
3. Treasurer's Report

## **A g e n d a**

The 10<sup>th</sup> Annual General Meeting is held on 26<sup>th</sup> June 2014, Thursday, 9:00pm at The Plaza, 7500A Beach Road #12-324, Singapore 199591.

1. Opening Address by President
2. Presentation of President's Outstanding Contribution Award for Exco Member
3. Acceptance of Last AGM Minutes
4. Presentation of Secretary's Report
5. Adoption of Secretary's Report
6. Presentation of Treasurer's Report
7. Adoption of Treasurer's Report
8. Election of New Executive Committee
9. Address on Future Plans by President
10. Closing

# Secretary's Report

The existing Executive Committee has served for a term of two years since June 2012. This report serves to summarise the activities and progress that took place during the term.

## Overview: Keeping Our Focus – Programme, Platform, Passion

Since APTS was founded, in order to find out what benefits our members, we have tried different initiatives such as running big events and weekend workshops. Many of these activities were resource intensive and produced little results. Similar ones are also frequently being organised by other entities such as institutions and training companies. The leadership decided to remain focused to APTS' calling in the industry by benchmarking training standards. Hence priority was put into developing our flagship **programme**. At the same time, we observed that trainer's visibility and training assignments remain as important benefits that members are looking for. To answer that, we have revamped our static informational website to a dynamic portal providing a vital **platform** to increase members' visibility and businesses. Finally we decided to remain faithful in organising the monthly networking and training workshops so as to provide regular iron-sharpen-iron sessions as well as keep the **passion** of training alive.

## The Key People

APTS is always grateful to the Exco, of whom many are accomplished individuals, for volunteering their time and expertise in a spirit of servanthood. Much of the work goes unseen and requires taking extra miles on top of their personal and work commitments. Just to name a few – Joo Hock, our Treasurer managed to settle past ACRA issues while relocating his entire office. Saurabh assisted in the portal formulation and initiated focus group discussion while preparing for the arrival of his new addition to the family. Kian Boon faithfully ensured the smooth running of monthly events despite preparing of his wedding. Rain or shine, Seel ensured that we are well fed – both quantity and quality every month. In the midst of preparing for the list of tasks and activities leading up to her big day, newly wed Esther continued to ensure that we have the right speakers each month. John faithfully met up with entities who wanted to partner us while his daughter made him a grandfather the second time. To list every person and deed here is not possible. We thank the Exco and all APTS members for your support in one way or another.

## The Professional Certificate in Training (PCT) Programme

We have accomplished the goal of setting up the PCT programme during this term. The three core modules and seven addition modules have been published. We have also formed the Advisory Panel and are honoured to have senior staff of Marina Bay Sands, Shell, Shangri-La and Asian International College sitting in the panel. Our new challenge lies in identifying the best model for APTS to run the PCTP. We have received interest from more than the minimum number i.e. 12 pax however they took place over a year and earlier registrants were no longer available. We also received interest from entities such as Citibank to run the programme exclusively for them. Moving forward, there is a need to have a team dedicated to taking care of the PCTP. The market extends beyond Singapore.

## **The APTS Web Portal – [www.aptsg.com](http://www.aptsg.com)**

Giving members greater visibility of your profile and more training assignments are identified as important members' benefits in an increasingly competitive environment. We are glad to accomplish what we have set out to do for a brand new website during the term. The new portal is built on a dynamic and highly responsive CMS. Members who are tech savvy readily created their Trainer's Profile. We helped the rest do the same with an instructional guide as well as training sessions. Over 70% of members have their profile featured today. Within months of its launch, we were surprised by the number one ranking we received from Google for the key words "Professional + Trainer + Singapore". This achievement is supported by a string of training requests made via the portal. All these training assignments were made available to members and APTS made the decision not to take any commissions. Moving forward, we encourage all members to make use of the forum to build a knowledge base, share new ideas and collaborate. More emphasis is also needed to help members post articles regularly as these in turn allow them to be listed in Google and other search engines – leading to additional engagements or businesses.

## **Monthly Networking & Training Workshops**

APTS is probably the only training association that provides its members with free monthly workshops. Over the term, we invited speakers of various background from very successful business people and academia to young entrepreneurs. We covered topics ranging from training related competencies to personal mastery to business development. Apart from being able to keep ourselves abreast of the latest development, the networking and rapport sessions deepen bonds between members. Moving forward, we need to ascertain whether it is better to have structured topics that enable progressive learning. Also while we have a great meeting place, the inaccessibility of the venue continues to be a push factor. Hence there is a need to consider alternative venues that is within short walking distance from the MRT.

## **External Collaborations**

UBI Strategic worked with us as their supporting organisation for two of their events overseas. They were the 8<sup>th</sup> Annual Learning World 2014 held in Hong Kong from 25 to 26 March 2014, and the 3<sup>rd</sup> Annual Audit World 2014 held in Malaysia from 20 to 21 May 2014. Our PCTP attracted 2 companies who wanted to represent us in other countries. They are SRI Training (Mr John Nguyen) for Vietnam, and ABC Program (MrDhanrajDobee) for Indonesia. They are looking for arrangements other than franchising. We are still in discussion with them. We are also currently discussing with a local association, Learning & Performing Network (previously ASTD Global Network Singapore) on the possibility of marketing of our PCTP. Moving forward, we hope to establish partnership with at least one local institution of high learning so that we can have access to their training facilities while supporting their teaching staff in professional development.

*Prepared by*

Esther Tan

Honorary Secretary



# Treasurer's Report

## Income & Expenditure Statement

	1 Apr '13 to 31 Mar '14	1 Apr'12 to 31 Mar'13
<b>INCOME</b>		
Membership Fees & Entrance Fees	3,420.00	5,298.00
Guest Fees	636.00	500.00
Other Income	0.00	0.00
<b>Total Income</b>	<b>4,056.00</b>	<b>5,798.00</b>
<b>Less EXPENSES</b>		
Room Rental	1,379.23	419.44
Catering & Refreshments	1,461.51	1,334.70
Stationery & Printing	115.55	0.00
Professional Fees	0.00	1,584.78
Transport & Parking	0.00	0.00
Bank Charges	420.00	420.00
Registrar of Society Filing Fee/Vouchers	0.00	60.00
Part-time Staff	0.00	128.00
T-Shirts for members	0.00	1,085.00
<b>Total Expenses</b>	<b>3,376.29</b>	<b>5,089.57</b>
<b>Surplus (Shortfall) before taxation</b>	<b>679.71</b>	<b>708.43</b>
Reversal of Accrued Taxation Expense		110.00
Taxation Expense	126.82	
<b>Surplus (Shortfall) after taxation</b>	<b>552.89</b>	<b>818.43</b>
Accumulated Fund at Beginning of Year	6,483.31	5,664.88
<b>Accumulated Fund at End of Year</b>	<b>7,036.20</b>	<b>6,483.31</b>

## Balance Sheet

	1 Apr '13 to 31 Mar '14	1 Apr'12 to 31 Mar'13
<b>ASSETS</b>		
Current Assets: Cash on hand	7,036.20	6,483.31
Total Assets	7,036.20	6,483.31
<b>LIABILITIES</b>		
Current Liabilities:	0.00	0.00
Accumulated Fund		
Balance at beginning of year	6,483.31	5,774.88
Surplus /(Shortfall) for the year	552.89	708.43
Balance at the end of year	<u>7,036.20</u>	<u>6,483.31</u>

*Prepared by*

Quek Joo Hock  
Honorary Treasurer



*Audited by*

Herman Yeo  
Internal Auditor

Thomas Chan  
Internal Auditor