



Business Skills
Qualifications
IT Solutions

[Make a booking](#)

[Make an enquiry](#)

[Course dates](#)

[NDA Website](#)

Welcome to NDA's monthly email newsletter for June 2006. Since our last newsletter over 30 clients have begun the Diploma of Business intensive short course – 20 in Hobart and 10 in Launceston. In response to the exceptional demand we have scheduled an additional Diploma course for Launceston, starting on Friday 2 June. There are limited places left on this course – please phone Jennie on 1300 13 1983 if you are interested.

Kind regards

Nigel Davies
Director, NDA

Diploma of Business

This course is normally delivered over 2 years, however we are able to offer it as an intensive short course over 3 months for people who already have experience in managing a business – with 8 contact days of classroom training. The focus of the course is on practical skills that you can apply immediately to improve your bottom line. Subjects presented include marketing, information systems, business planning and financial management.

Owners and managers of small private businesses (< 20 employees): **\$100***

*This course is subsidised by OPCET, which enables us to offer the special rate.

All other managers (private and public organisations): **\$1,225**

The standard rate for a Diploma of Business is \$2,500.

What clients say about the NDA Diploma of Business:

"Great trainer, great course. I can recommend NDA to anyone wanting to improve their business skills"

Greta Jansen, Myrtle Park Retreat

"Really enjoyed it – surpassed my expectations"

Elizabeth Jones, Wise Guise

"Great course – look forward to future sessions"

Darrel Harrington, Beachside Health & Fitness

"Very informative – learned a lot that I can apply"

Julie Hardy, One Sunny

"Great interaction and maintained interest level"

Vic Erst, V&ME (Tas) Pty Ltd

Get value from Microsoft Word

Microsoft Word has some powerful features that can save lots of time and increase your revenue earning capabilities. It was evident during presentation of the Diploma courses that many of our small business clients (and perhaps some larger clients) are not aware of these features. Here are the most important ones:

Templates Save time and improve the consistency and quality of any frequently produced document by turning it into a template. Gain further savings by adding fields to automatically enter the date and prompt for data entry.

Styles Save time and improve the appearance of longer documents by using styles. Gain further savings by using styles to create a table of contents.

Mail merge Maintain a list of client contact details and use a mail merge to keep in touch through regular email newsletters (like this one!).

You can learn how to improve your business with templates, styles and mail merge at NDA's [Word Advanced](#) course.

Stand by rates

Not many stand-by courses this month. To obtain the discounts listed below, please mention this email when making a booking.

Hobart – IT courses

[Designing Simple Websites](#) 5 June – 10% discount \$198 (standard rate \$220)

[Internet Basics](#) 13 June – 10% discount \$198 (standard rate \$220)

[Access Intro/Intermediate](#) 19/21 June – 10% discount \$396 (standard rate \$440)

[Powerpoint](#) 29 June – 15% discount \$187 (standard rate \$220)

Hobart – Business Skills courses

[OH&S In The Workplace](#) 19 June – 20% discount \$200 (standard rate \$250)

[Business Writing Skills](#) 20 June – 10% discount \$225 (standard rate \$250)

Launceston – IT courses

[Excel Introductory](#) 6/7 June – 10% discount \$396 (standard rate \$440)

[Outlook](#) 19 June – 20% discount \$176 (standard rate \$220)

[Access Intro/Intermediate](#) 19/21 June – 10% discount \$396 (standard rate \$440)

[MYOB Setup and Operation](#) 22/23 June – 10% discount \$225 (standard rate \$250)

[Internet Basics](#) 23 June – 10% discount \$198 (standard rate \$220)

Launceston – Business Skills courses

[Superior Customer Service](#) 6 June – 10% discount \$225 (standard rate \$250)

[Business Writing Skills](#) 20 June – 10% discount \$225 (standard rate \$250)

North West – IT courses

[Designing Simple Websites](#) 5 June – 20% discount \$176 (standard rate \$220)

[Excel Introductory](#) 8/9 June – 10% discount \$396 (standard rate \$440)

[PowerPoint](#) 29 June – 10% discount \$396 (standard rate \$440)

North West – Business Skills courses

[Superior Customer Service](#) 7 June – 20% discount \$200 (standard rate \$250)

Please call NDA on 1300 13 1983 for more information or make a [booking](#) here. Existing bookings may not be amended but, where at least one person is already enrolled at full price, additional people from the organisation may be enrolled for 50% of the standard course fee. These discounts may not be used in conjunction with any other offer.

Our privacy policy

NDA's privacy statement is published in full at <http://www.nda.com.au/Privacy.htm>. If you do not wish to receive the NDA newsletter, please click [here](#).

Contact details

HOBART

Level 3, Trafalgar Centre,
110 Collins St
Hobart TAS 7000
Phone: (03) 6224 2660
Email: Hobart@nda.com.au

LAUNCESTON

Level 1,
65 St John Street
Launceston TAS 7250
Phone: (03) 6334 4910
Email: Launceston@nda.com.au

DEVONPORT

The Roberts Building,
23 Stewart St
Devonport TAS 7310
Phone: (03) 6423 4547
Email: Devonport@nda.com.au
