

Just as project management skills are of value to people other than project managers, the ability to present is a skill that extends well beyond the needs of the professional presenter. Every time you sit down with a client, talk with your manager or brief your team you are applying presentation skills – just as if you were standing up in front of 300 people in an auditorium.

Presenting is NDA's bread and butter. We wrote this course from first principles to make the skills as accessible as possible and included all the wrinkles we have picked up in 20+ years of presenting. Call Karina on 1300 13 1983 if you would like to know more.

Stand by rates

NDA is now able to release the following courses for Stand-by enrolment, most at significant discounts on standard rates (to obtain the discount, please mention this email when making bookings):

Hobart – IT courses

- [MYOB Payroll](#) 21 September – 25% discount \$206 (standard rate \$275)
- [PC Basics with Windows](#) 24 September – 20% discount \$184 (standard rate \$230)
- [Introduction to PCs with Windows and Office](#) 24 September – 20% discount \$368 (standard rate \$460)
- [MYOB Advanced](#) 27 September – 10% discount \$248 (standard rate \$275)
- [PowerPoint](#) 27 September – 10% discount \$207 (standard rate \$230)
- [Dreamweaver Introductory](#) 2 October – standard rate \$275
- [Excel Basics](#) 4 October – 10% discount \$207 (standard rate \$230)
- [Publisher](#) 4 October – 10% discount \$207 (standard rate \$230)
- [Excel Intermediate](#) 8/10 October – 10% discount \$414 (standard rate \$460)
- [Flash](#) 10 October – 10% discount \$248 (standard rate \$275)
- [Excel Advanced](#) 10/12 October – standard rate \$460
- [Access Basics](#) 15 October – standard rate \$230
- [Quickbooks](#) 15/16 October – standard rate \$550
- [Access Introductory / Intermediate](#) 15/16 October – standard rate \$460
- [MYOB Setup and Operation](#) 18/19 October – standard rate \$550
- [Word Intermediate](#) 18/22 October – 10% discount \$414 (standard rate \$460)
- [PowerPoint](#) 24 October – standard rate \$230
- [Word Advanced](#) 22/24 October – standard rate \$460

Hobart – Business Skills courses

- [Effective Supervision Skills](#) 26 September – 20% discount \$220 (standard rate \$275)
- [Superior Customer Service](#) 2 October – standard rate \$275
- [Time Management](#) 3 October – 20% discount \$220 (standard rate \$275)
- [Professional Telephone Techniques](#) 5 October – 20% discount \$220 (standard rate \$275)
- [Conflict Resolution & Assertiveness](#) 24 October – 10% discount \$248 (standard rate \$275)
- [Maintain Financial Records](#) 29 October – 10% discount \$248 (standard rate \$275)
- [Training Delivery](#) 29/30 October – 20% discount \$440 (standard rate \$550)

Launceston – IT courses

- [Introduction to PCs with Windows and Office](#) 24/26 September – 20% discount \$368 (standard rate \$460)
- [MYOB Advanced](#) 27 September – 10% discount \$248 (standard rate \$275)
- [Photoshop](#) 27 September – 25% discount \$206 (standard rate \$275)
- [Designing Simple Websites](#) 1 October – 15% discount \$195 (standard rate \$230)
- [Windows XP Introductory](#) 1 October – 15% discount \$195 (standard rate \$230)
- [Dreamweaver Introductory](#) 2 October – standard rate \$275
- [Dreamweaver Advanced](#) 3 October – 10% discount \$247 (standard rate \$275)
- [Publisher](#) 4 October – 10% discount \$207 (standard rate \$230)
- [Excel Introductory](#) 4/8 October – standard rate \$460
- [Excel Intermediate](#) 8/10 October – standard rate \$460
- [Project](#) 9/10 October – standard rate \$460

[Excel Advanced](#) 8/10 October – standard rate \$460
[Visio](#) 12 October – 10% discount \$247 (standard rate \$275)
[Outlook](#) 15 October – 10% discount \$207 (standard rate \$230)
[Word Basics](#) 16 October – 20% discount \$184 (standard rate \$230)
[Word Intermediate](#) 18/22 October – standard rate \$460
[PowerPoint](#) 25 October – standard rate \$230
[Visual Basic Programming](#) 30/31 October – standard rate \$550

Launceston – Business Skills courses

[Superior Customer Service](#) 2 October – 10% discount \$248 (standard rate \$275)
[Professional Telephone Techniques](#) 5 October – 20% discount \$220 (standard rate \$275)
[Learning Environment](#) 9 October – 20% discount \$220 (standard rate \$275)
[OH & S in the Workplace](#) 15 October – 10% discount \$248 (standard rate \$275)
[Business Writing Skills](#) 16 October – standard rate \$275
[Writing Convincing Reports](#) 17 October – 20% discount \$220 (standard rate \$275)
[Maintain Financial Records](#) 29 October – 20% discount \$220 (standard rate \$275)

North West – IT courses

[Introduction to PCs with Windows and Office](#) 24/26 September – 25% discount \$345 (standard rate \$460)
[Excel Basics](#) 4 October – 10% discount \$207 (standard rate \$230)
[Excel Introductory](#) 4/8 October – 20% discount \$368 (standard rate \$460)
[Excel Intermediate](#) 8/10 October – 10% discount \$414 (standard rate \$460)
[Project](#) 9/11 October – standard rate \$460
[Excel Advanced](#) 10/12 October – 10% discount \$414 (standard rate \$460)
[Access Introductory/Intermediate](#) 15/17 October – standard rate \$460

Call NDA on 1300 765 376 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/quickfind/privacy.html>. If you do not wish to receive the NDA newsletter, please click [here](#).

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