

Lurking beneath all the pretty tiles and finger swiping is Windows. Yes, just touch the Desktop tile and Windows leaps into your face like something out of an Alien movie. This is both a strength and a weakness. It gives you the folder and file management facilities that the iPad lacks but at the cost of a major dose of last Millennium user interface.

Secondly, the great care evident in designing the Surface hardware and appearance does not always carry through to the user operation. For example, it takes four separate finger actions to make it sleep and quite a bit of trial and error to perform some simple system tasks. Apple is still the industry leader in ease of use.

The most significant deficiency, though, is the lack of industry-leading third party apps. Of the many apps I use regularly on the iPad, only Kindle (e-books) and Domain (property) were available at the Microsoft app store. This is likely to improve over time.

Summary

The Microsoft Surface is not quite there yet. Windows RT will only run applications written for that operating system, so it is not able to run your existing Windows applications. However, early next year (?) expect to see an Intel version of the Surface running Windows 8 with a much greater degree of software compatibility.

What will this mean for the way we work? Well, you are probably sitting where you are now - perhaps at a desk in an office - because that's where your PC is located. Now imagine that you have a supremely portable tablet with industry standard software and the ability to save and print to your network over wi-fi. You can work from wherever your current projects take you and alongside other people working on the same projects.

This is exactly what KPMG are trialling with *activity-based working (ABW)* and *mobile cubicles*. You can read about it in [this article](#) from the Sydney Morning Herald.

Verdict

For domestic use and pleasure - the iPad wins.

For business use - check out the Intel version of the Microsoft Surface when it is released next year.

And we wish you...

...an absolutely excellent Christmas and New Year with your friends, families and loved ones. NDA won't send Christmas cards this year and will instead make a donation to The Salvos.

As a bit of a Christmas present we have several *two for*



The NDA tree

the price of one offers on next month's courses (please see below).

With warm regards

Nigel Davies
Director, NDA

You are receiving this newsletter either because you attended an NDA training course and ticked the relevant box on the course review form or because a friend subscribed you. You can unsubscribe automatically at any time by clicking the link at the bottom of the email.

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Your feedback

Dear Nigel,

Re Business Writing Skills, yes I spotted the deliberate mistake; you must not say, quote, "a MYOB wiz". Since "M" is pronounced "em" with an "e"; then you must write "an MYOB wiz"!! On another vein; take note just how many News Readers say "Los Vegas" when it is really "LAS Vegas" !!

Thankyou for an always entertaining newsletter!

Cheers,

RL, Komatsu.

Dear Richard

I looked at MYOB and instead of interpreting it as em-why-oh-bee (beginning with a phonetic vowel) and hence "an MYOB wiz", I chose to read it as my-yob (beginning with a consonant) and hence "a MYOB wiz". Honour is satisfied - we are both right!

ND

Loved the graphic Nigel. And so true!!!

LP, Pitt & Sherry

This is a reference to a rather neat graphic we published with the caption 'Ten Pitfalls for Project Managers'. You can see it [here](#).

ND

And in response to our [newsflash on Time Management training](#):

I enjoy your emails so please keep them coming.

AG, Avoca Primary School

Best time management tip of all time – "Lock management in a sound proof room and throw away key..."

(name and address withheld to protect the guilty)

...a big 'Thank You' to everyone who enrolled for the Time Management courses following this promotion. If you missed it, there is still 'time' - the courses will be held this Thursday 29 Nov in Hobart and Launceston.

Brain stuff

Brain stuff 1

Here it comes, the news you wanted to hear - chocolate really does make you smarter. Franz Messerli of Columbia University compared national consumption of chocolate with the number of Nobel prize winners and came up with this graph:

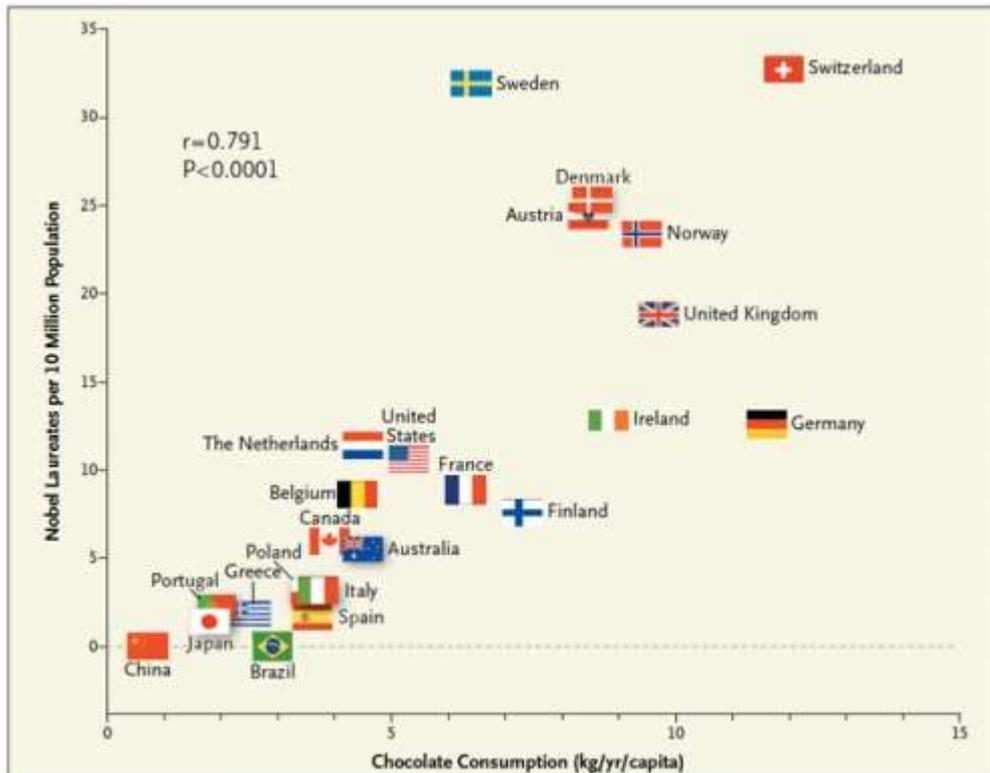


Figure 1. Correlation between Countries' Annual Per Capita Chocolate Consumption and the Number of Nobel Laureates per 10 Million Population.

NEW ENGLAND JOURNAL OF MEDICINE

Could you wish for better proof? Up there top right is Switzerland with, per capita, lots of Nobel prizes and the world's highest chocolate consumption. Down at the bottom left are China and Japan, eating anything that moves but not much in the way of chocolate - and not many prizes for smarts either. The only major anomaly is Sweden with plenty of prizes despite not eating much chocolate. But as Sweden awards the Nobel prizes perhaps this indicates a bit of home ground advantage?

Brain stuff 2

Have you often had that experience when a fleeting glimpse of someone leaves an extremely favourable impression? Then you turn around for a closer look and decide to book an appointment at the optometrists. Don't worry - it's all part of evolution. Apparently our brains are programmed to take every opportunity to recognise potential mates - even to the extent of inadvertently sugar coating some of the more marginal possibilities.

iAuditor safety app

Here's one for all you OH&S people out there. iAuditor is a safety audit and checklist app for the iPhone / iPad that claims to make paperless OH&S audits a reality. The app contains numerous industry audit templates and receives excellent reviews - including one from our own David R-B who uses it for training and assessing OH&S units. And it's free! You'll find it at safetyculture.



Success in Skills Fund Program

NDA's first tender to the current round of the Skills Fund has been accepted. With a partner organisation from Hobart we were awarded funding for 18 qualifications and 106 skill sets (training in Word, Excel, project management etc).

There is still time to organise a tender if you have staff that would benefit from qualifications or training - details below.

We invite organisations to partner NDA in this year's *Skills Fund Program* administered by *Skills Tasmania*. Tenders for the program opened on October 13 and remain open until 26 April 2013:

For your current workforce:

- An employer may apply for a maximum of **40 qualifications** (Cert III or higher) and **unlimited skill sets**
- An industry association may apply for a maximum of **80 qualifications** and **unlimited skill sets**
- The *Skills Fund* will cover between **50% and 90% of the cost of qualifications**, depending on the size of the organisation and **90% of the cost of skill sets**

For people seeking employment:

- An RTO may apply for a maximum of 15 Cert II - Cert IV qualifications in partnership with a Disability Employment Services organisation or Jobseeker Agency
- The *Skills Fund* will cover **100% of the cost of qualifications**

The offer

Applications must come from an employer or industry association and must be developed in partnership with a Registered Training Organisation (RTO). NDA will:

- Work with you to identify the best qualifications and skill sets for your staff
- Help you prepare an application with NDA specified as the RTO

Why partner NDA?

NDA has considerable experience in tendering to *Skills Tasmania* and enjoyed a **100% success record** in the last round of funding. We have a strong track record for **delivering quality training** and helping clients to **complete qualifications successfully**. Partnering with NDA may **increase your chances of a successful tender**.

Qualifications offered by NDA

- Certificate IV in Training and Assessment
- Diploma / Cert IV / Cert III / Cert II in Business
- Diploma / Cert IV / Cert III in Business Administration
- Diploma / Cert IV in Human Resource Management
- Diploma / Cert IV in Management
- Diploma / Cert IV in Project Management
- Diploma / Cert IV / Cert III / Cert II in Information Technology

You can view the outlines for these qualifications [here](#).

Skill Sets offered by NDA

Many of NDA's IT and Business Skills training courses are mapped to nationally accredited units and qualify for skill set funding. These include:

- IT courses such as Excel, Microsoft Word, Access and Project
- Business Skills courses such as Time Management, Business Writing Skills, Project Management and many others

You can view a list of NDA courses and course outlines [here](#).

What to do next

If you would like to discuss this opportunity, please either reply to this email or call me on 1300 765 736.

Tutorials for qualification units

Many people find returning to study and completing assignments an intimidating prospect - especially those without previous experience of higher education. To assist clients in completing Diploma qualifications, NDA offers optional tutorial sessions in Hobart and Launceston. Each session is aligned to a particular unit of a qualification and provides opportunities for clients to discuss the unit content with their assessor, network with other clients and complete assessment exercises. There is no charge for attendance.

We present tutorials in the most popular units annually and notify clients enrolled in those units by email closer to the date (**so please don't try to enrol just yet!**). Here is the draft schedule for tutorials in 2013.

Unit	Hobart Date	L'ton Date
Manage operational plan	20/02/2013	11/02/2013
Develop a workplace learning environment		13/03/2013
Manage personal work priorities and professional development	27/03/2013	19/03/2013

Manage people performance	28/03/2013	22/04/2013
Manage quality customer service	10/04/2013	
Ensure team effectiveness	18/04/2013	
Promote innovation in a team environment	16/05/2013	24/05/2013
Develop workplace policy and procedures for sustainability	23/05/2013	18/06/2013
Manage an information or knowledge management system	6/06/2013	
Manage workforce planning	12/06/2013	25/06/2013
Plan or review administrative systems	13/06/2013	18/07/2013
Manage budgets and financial plans	8/07/2013	
Manage business document design and development	31/07/2013	30/07/2013
Manage payroll	2/08/2013	13/08/2013
Manage performance management systems	29/08/2013	16/08/2013
Plan and manage conferences	September	September
Recruit, select and induct staff	September	September
Manage recruitment selection and induction processes	October	October
Manage risk	October	October

Certificate IV in Training and Assessment (TAE)

The new [Certificate IV in Training and Assessment](#) (TAE40110) becomes a compulsory qualification for anyone delivering accredited training after June 30, 2013. NDA offers this qualification through our classroom courses [Learning Design](#), [Training Delivery](#) and [Assessment](#). Being a specialised training company we like to think we do a reasonable job with this qualification.

"It was great to have so many practical activities to participate in."
AR, Diagnostic Services Pty Ltd

"It was really good doing the course at NDA and a pleasure dealing with the staff there who obviously enjoy the work that they do. The customer service standard shown by NDA (promptness of response to queries and client contact generally) was quite impressive."
CB, Transend Networks

This course will give you the accreditation and, just as important, the skills to train and assess people at the workplace - why would you go anywhere else for this qualification? **Call Chris on 1300 765 736 for more information about NDA's Certificate IV in Training and Assessment.**

Upgrade your old Training and Assessment qualification (TAA)

The Certificate IV in Training and Assessment (TAA40104) has been superseded by a new qualification - Certificate IV in Training and Assessment (TAE40110).

NDA can upgrade your old Certificate IV in TAA to the new Certificate IV in Training and Assessment (TAE40110) quickly and painlessly through an RPL process for

only \$295 - [see here for details](#).

If you require further information call Chris on 1300 765 736 or email chris@nda.com.au.

20% public course discount for clients studying qualifications

For many years we have offered clients studying for qualifications free attendance at NDA public courses aligned with their qualifications. We now also offer a 20% discount for trainees on the cost of any other NDA public course. To obtain the discount just identify yourself as a trainee when you enrol.

Forthcoming training courses

The following courses will shortly be presented by NDA, some at significant discounts on standard rates (**to obtain the discount, please phone Janelle on 1300 765 736** and mention this email when making bookings):

Hobart IT Courses

[Designing Simple Web Sites](#) 30 Nov - \$285 **two for the price of one**

[Excel Basics](#) 3 Dec - \$240

[Excel Introductory](#) 3/5 Dec - \$480

[Excel Intermediate](#) 5/7 Dec - \$480

[Excel Advanced](#) 7/10 Dec - \$480

[Access Introductory](#) 10/12 Dec - \$480

[Word Introductory](#) 10/13 Dec - \$480 **two for the price of one**

[Project](#) 12/14 Dec - \$480

[MYOB Setup and Operation](#) 13/14 Dec - \$570

[Word Intermediate](#) 13/17 Dec - \$480

[Office 2010 Conversion](#) 18 Dec - \$195

[PC Basics with Windows](#) 19 Dec - \$240

[PowerPoint](#) 20 Dec - \$240

Hobart Business Skills Courses

[Time Management](#) 29 Nov - \$285

[OH&S in the Workplace](#) 10 Dec - \$285

[Conflict Resolution & Assertiveness](#) 11 Dec - \$285 **two for the price of one**

[Managing Successful Projects](#) 12/13 Dec - \$570

[Business Writing Skills \(Basics\)](#) 19 Dec - \$285

[Professional Telephone Techniques](#) 19 Dec - \$285

[Business Writing Skills \(Advanced\)](#) 20 Dec - \$285

Launceston IT Courses

[Office 2010 Conversion](#) 29 Nov - \$195

[Excel Introductory](#) 3/5 Dec - \$480

[Project](#) 6 Dec - \$480 **two for the price of one**

[Excel Intermediate](#) 5/7 Dec - \$480

[Excel Advanced](#) 7/10 Dec - \$480

[Access Introductory](#) 10/12 Dec - \$480

[Word Introductory](#) 11/13 Dec - \$480 **two for the price of one**

[MYOB Setup and Operation](#) 12/13 Dec - \$570

[Word Intermediate](#) 13/17 Dec - \$480
[Word Advanced](#) 17/19 Dec - \$480
[Introduction to PCs with Windows and Office](#) 19/20 Dec - \$480

Launceston Business Skills Courses

[Time Management](#) - 29 Nov
[Superior Customer Service](#) - 7 Dec
[OH&S in the Workplace](#) - 12 Dec **two for the price of one**

Devonport IT Courses

[Publisher](#) 3 Dec - \$240 **two for the price of one**
[Designing Simple Web Sites](#) 4 Dec - \$285 **two for the price of one**
[Excel Intermediate](#) 5/7 Dec - \$480
[Excel Advanced](#) 7/10 Dec - \$480 **two for the price of one**
[Introduction to PCs with Windows and Office](#) 19/20 Dec - \$480
[PowerPoint](#) 20 Dec - \$240

Devonport Business Skills Courses

[Superior Customer Service](#) 7 Dec - \$285

HOBART

Level 3, Trafalgar Centre,
110 Collins St
Hobart TAS 7000
Phone: (03) 6224 2660

LAUNCESTON

Level 1,
65 St John Street
Launceston TAS 7250
Phone: (03) 6334 4910

DEVONPORT

The Roberts Building,
23 Stewart St
Devonport TAS 7310
Phone: (03) 6423 4547