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NDA Business Skills Qualifications IT Solutions

Make a booking | **Make an enquiry** | **Course dates** | **NDA Website**

Welcome to NDA's monthly email newsletter for July 2006. This month we offer you a $50 training voucher – and a chance to win a $500 Myer gift voucher. Just complete the annual NDA Client Survey (see link below). Everyone completing the survey will receive a $50 training voucher to use against any course (valid for 3 months), including stand-by courses, and will go into a draw for the Myer voucher.

Kind regards

Nigel Davies
Director, NDA

Client survey

Please click on the link below to complete the on-line survey of your training requirements and opinions. We estimate it will take about 10 minutes of your time. We attach great importance to this component of our customer service procedures and value your opinion highly.

http://www.nda.com.au/NDASurveys/DisplayQuestions.asp?SurveyPK=mki&clientPK=246

On receipt of the completed survey we will credit you with a $50 training voucher in our database, which is valid for 3 months. Please mention the voucher at the time of booking your next training course. The winner of the $500 Myer voucher will be announced in the next newsletter.

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

Publisher 4 July – 10% discount $198 (standard rate $220)
Word Introductory 13/17 July – 10% discount $396 (standard $440)
MYOB Setup & Operation 17/18 July – 10% discount $450 (standard rate $500)
Intro to PCs with Windows & Office 24/26 July - $440
Windows 2000/2003 Basic Administration 24/25 July – $500
Photoshop 25 July – 15% discount $212.50 (standard rate $250)
MYOB Time Billing 28 July – 10% discount $135 (standard rate $150)

Hobart – Business Skills courses

Maintain Financial Records 3 July – 10% discount $225 (standard rate $250)
Time Management 4 July – 20% discount $200 (standard rate $250)
Conducting Successful Meetings 5 July – 15% discount $212.50 (standard rate $250)
Effective Supervision Skills 17 July – 20% discount $200 (standard rate $250)
Managing Successful Projects 27 July – 10% discount $225 (standard rate $250)

Launceston – IT courses

Publisher 4 July – 10% discount $198 (standard rate $220)
MYOB Setup & Operation 10/12 July – 10% discount $225 (standard rate $250)
Project, 11/12 July – 10% discount $396 (standard rate $440)
Access Introductory/Intermediate 18/20 July - $440
Word Advanced 19/21 July - 10% discount $396 (standard rate $440)
MYOB Advanced 24 July – 10% discount $225 (standard rate $250)
Photoshop 25 July – 10% discount $225 (standard rate $250)
Visio 31 July - $250

Launceston – Business Skills courses

Customer Relationship Management 10 July – 20% discount $200 (standard rate $250)
Professional Telephone Techniques 14 July – 10% discount $225 (standard rate $250)
Managing Successful Projects 27 July – 20% discount $200 (standard rate $250)

North West – IT courses

Word Intermediate 17/19 July – 15% discount $374 (standard rate $440)
Access Introductory/Intermediate, 18/20 July $440

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.

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