



- In [Me on the Web](#) you will learn how to be notified if new personal information about you appears online.

With Internet searches of applicants now a standard part of employment procedures you will want to know what's out there about you.

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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### **Invitation to Partner NDA in the Productivity Places Program**

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So far this year Skills Tasmania has awarded NDA three successful tenders in the popular PPP grants program on behalf of clients. Submissions to the program remain open until 13 April so there is still time to get in touch if you want financial support for a group of staff who wish to broaden their skills by completing qualifications.

You can read all about it [here](#).

### **New Half-Day Tutorials for Qualification Units**

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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 is introducing optional half-day tutorial sessions in Hobart and Launceston. Each session is aligned to a particular unit of a qualification and will provide opportunities for clients to discuss the unit content with their assessor, network with other clients and complete assessment exercises.

We will be offering tutorials in the most popular units at six monthly intervals and notifying clients enrolled in those units by email. There is no charge for this service.

### **Rabbit Herding Sheep**

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This month's light entertainment - you laughed at [cat riding robot vacuum cleaner](#), you winced at [man riding bike along fence](#) - now marvel at the [rabbit that thinks it's a sheep dog](#) and watch the latest method of herding sheep in Sweden.



### **Forthcoming Training Courses**

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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**

[Word Advanced](#) 27/29 Feb - \$480

[PowerPoint](#) 28 Feb - \$240

[MYOB Setup and Operation](#) 1/2 Mar - \$570

[Excel Basics](#) 7 Mar - \$240

[Excel Introductory](#) 7/9 Mar - \$480

[Excel Intermediate](#) 9/13 Mar - \$480

[Microsoft Project](#) 14/15 Mar - \$480

[Excel Advanced](#) 13/15 Mar - \$480 **course full**

[Outlook](#) 16 Mar - \$240

[Word Intermediate](#) 16/21 Mar - \$480

[MYOB Setup and Operation](#) 19/20 Mar - \$570 **course full**

[Access Intro / Intermediate](#) 20/22 Mar - \$480 **one place available**

[Word Advanced](#) 21/23 Mar - \$480

[SQL Introductory](#) 22 Mar - \$285 **course full**

[MYOB Payroll](#) 23 Mar - \$285

[MYOB Advanced](#) 26 Mar - \$285

**Hobart – Business Skills Courses**

[Conflict Resolution and Assertiveness](#) 29 Feb - \$285 **two for the price of one**

[Training Delivery](#) 1/2 Mar - \$570

[Assessment](#) 8/9 Mar - \$570

[Effective Supervision Skills](#) 19 Mar - \$285

[Managing Change](#) 22 Mar - \$285 **two for the price of one**

[Managing Successful Projects](#) 28/29 Mar - \$570 **one place available**

**Launceston – IT Courses**

[Intro to PCs with Windows Word and Excel](#) 27/28 Feb - \$480

[Word Advanced](#) 27 Feb / 1 Mar - \$480

[Excel Introductory](#) 7/9 Mar - \$480 **one place available**

[Excel Advanced](#) 13/15 Mar - \$480

[Word Basics](#) 15 Mar - \$240

[Word Intermediate](#) 19/21 Mar - \$480

[Access Intro / Intermediate](#) 20/22 Mar - \$480

[MYOB Payroll](#) 23 Mar - \$285 **one place available**

**Launceston – Business Skills Courses**

[Conducting Successful Meetings](#) 7 Mar - \$285

[OH&S in the Workplace](#) 13 Mar - \$285 **two for the price of one**

[Managing Change](#) 22 Mar

**Devonport – IT Courses**

[Word Advanced](#) 27/29 Feb - \$480

[Publisher](#) 6 Mar - \$240 **two for the price of one**

[Access Intro / Intermediate](#) 7/8 Mar - \$480 **one place available**

[Excel Introductory](#) 7/9 Mar - \$480

[Excel Intermediate](#) 9/13 Mar - \$480

[Microsoft Project](#) 13/14 Mar - \$480

[Excel Advanced](#) 13/15 Mar - \$480 **two for the price of one**

[Word Introductory](#) 15/19 Mar - \$480  
[Outlook](#) 16 Mar - \$240  
[MYOB Setup and Operation](#) 19/20 Mar - \$570  
[PowerPoint](#) 23 Mar - \$240 **two for the price of one**  
[MYOB Advanced](#) 26 Mar - \$285

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**LAUNCESTON**

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

**DEVONPORT**

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Devonport TAS 7310  
Phone: (03) 6423 4547