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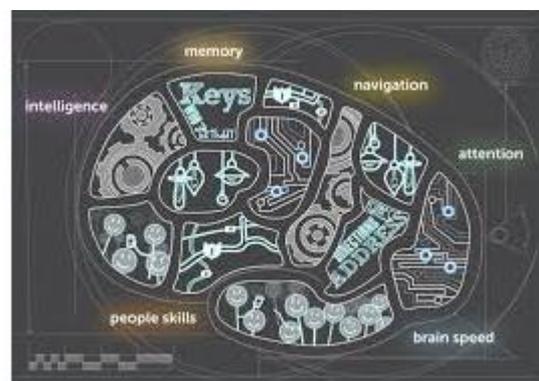


Dear [fname]

It has been self-improvement month here at NDA - mind / body, body / mind, unified whole sort of thing.

The mind

It began with watching the ABC's [Redesign My Brain](#) program on brain plasticity. What caught my eye was the series of web-based exercises to improve memory, brain speed, intelligence, attention - and all the other things that deteriorate as you get older. Oh, and people skills as well.



I completed the free trial exercises on <https://brainhq.positscience.com>, found it interesting and signed up for one month for around \$14. The idea

is that you work on the exercises for thirty minutes or so, three times a week. By focusing on exercises for one particular area of the brain each week you recruit more neurones to that area and improve abilities.

This whole area of press-ups for the brain is a trending topic. The web exercises are fun, stretch your capabilities and seem to have the desired effect of making you sharper. Recommended.

The body



OK - that's the warm up finished ...

On the body side, to match the newly polished neurons, it seemed that a bit of Yoga might be the thing. This is another trending topic and a [new school](#) has opened in Launceston in the Roman Baths building. They teach Bikram Yoga, which involves cranking the temperature up to 40C, so you sweat and detox. I dug out the board shorts and gave it a go.

After ten minutes, I'm lying in a pool of my own toxins and trying to re-assemble my body. Then the trainer announces that's the end of the warm up and the real stuff is about to start. For the next hour, body parts that had lived comfortably separate lives for many years were re-introduced to each other with all the speed and facility of continental drift; at this rate Australasia would reach Indonesia before my forehead touched my knees.

Did I mention the other participants in the class? They were all young women, apparently recent graduates from the Bolshoi Ballet. They didn't wear sweat-soaked cotton board shorts; they wore stretchy things that seemed to be painted on; they didn't appear to sweat. Strangely enough, I quite enjoyed it all and may do it again.

Business activities

1. Whenever the trainer introduces a new skill or makes a performance recommendation, the client records it on a form. The form has three columns: Start (introduce a new productive behaviour), Stop (eliminate a non-productive behaviour) and Continue (maintain an existing productive behaviour). Naturally enough, we called this the **Start / Stop / Continue** form.
2. During the last half hour of the course, all participants shared the contents of their Start / Stop / Continue forms and negotiated a list of workplace behaviours they would support and would not support. They then all signed the document as an agreed workplace **Code of Behaviour**.

The Code of Behaviour included negative 'won't accept' behaviours such as:

- Irrelevant or lengthy non work-related chat
- Forwarding of spam / joke emails

...and positive 'will accept' behaviours, such as:

- We will all prepare a daily priority list
- We will give clearer instructions on delegating and be specific on time frames

What the client says

The client was pleased with the result and provided the following testimonial:

“Like most professional services firms, Paul Cook & Associates is highly focused on time costing, with staff required to record their activities in six minute intervals. In an increasingly competitive and highly regulated environment, it is essential that tasks are completed on time and in a cost-effective manner. This is all the more challenging when you consider that at any one time we will have several hundred open cases and each staff member is actively involved in dozens of jobs at any one time. The decision to enrol all staff in a NDA Time Management course was not made lightly as it meant effectively closing our office for two half-days, but the results made it worthwhile. We came away with useful ideas about how to get things done effectively and how to avoid time wasting activities.

The Time Management Agreement was a novel and valuable tool to get buy-in from all staff on what behaviours were acceptable and what was not acceptable. Negotiating these principles in an open and collaborative manner was far more comfortable and comprehensive than the confrontational and threatening atmosphere sometimes associated with individual performance appraisals.

I certainly recommend the NDA Time Management course for teams from a single

organisation as it fosters a cultural change that cannot really be achieved if only one or two have been exposed to the concepts.”

Terry O'Connor
Paul Cook Associates

Action

Call us on 1300 765 736 and discuss how we can work with your team to develop new workplace behaviours with a private course in one of the following subjects:

[Time Management](#)
[Conducting Successful Meetings](#)
[Superior Customer Service](#)
[Effective Supervision Skills](#)
[Conflict Resolution](#)

Email reminders from MS Project

One of the questions we are frequently asked at [Microsoft Project courses](#) is can Project send email reminders of forthcoming tasks. While this has always been possible using the (more expensive and complex) Server version of Project, the more widely used standard version of the software does not have this capability.

[Tap on the Shoulder](#) is an add-in that generates email reminders to team members when tasks are due to start or finish. You can try it for free for a month and pay US\$49 if you decide to buy.

2014 Skills Fund - don't miss out!

Applications for the first round of the [2014 Skills Fund](#) are open until Monday 2 December. Organisations may apply for funding in partnership with an RTO (such as NDA) for either **short course training** ('skill sets') or **complete qualifications**.

If you miss the first round, a second round will be promoted mid to late January, 2014.

Used sensibly, the Skills Fund could subsidise your entire staff training program for 2014 - but only if you act promptly. Last year the fund was exhausted before the expiry date. **Contact NDA now** and we will:

- Help you identify your training needs
- Ensure you meet the requirements of the program

- Write the application with you

1300 765 736 or chris@nda.com.au.

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. Clients with existing bookings for discounted courses may not change them, but additional people may be added at the discounted rate.

Hobart IT Courses

[Project](#) 27/28 Nov - \$480 **full - call for dates**

[Excel Introductory](#) 9/11 Dec - \$480

[Excel Intermediate](#) 11/12 Dec - \$480

[Excel Advanced](#) 12/13 Dec - \$480

[Excel Advanced](#) 9/10 Jan - \$480 **two for the price of one**

[Project](#) 15/16 Jan - \$480

[PowerPoint](#) 17 Jan - \$480 **two for the price of one**

[Word Advanced](#) 23/24 Jan - \$480 **two for the price of one**

[MYOB Setup and Operation](#) 28/29 Jan - \$570 **two for the price of one**

[SQL Introductory](#) 28 Jan - \$285

[Intro to PCs](#) 30/31 Jan - \$480 **two for the price of one**

[Visio](#) 30 Jan - \$285 **two for the price of one**

Hobart Business Skills Courses

[Business Writing Skills \(Basics\)](#) 4 Dec - \$285

[Business Writing Skills \(Advanced\)](#) 5 Dec - \$285

[Delivering Convincing Presentations](#) 11 Dec - \$285

[Effective Supervision Skills](#) 12 Dec - \$285

[Time Management](#) 22 Jan - \$285 **two for the price of one**

[Learning Design](#) 29/30 Jan - \$570

Launceston IT Courses

[Project](#) 27/28 Nov - \$480

[Excel Introductory](#) 3/4 Dec - \$480

[Excel Intermediate](#) 4/5 Dec - \$480

[Excel Advanced](#) 5/6 Dec - \$480

[MYOB Setup and Operation](#) 10/11 Dec - \$570

[Visio](#) 13 Dec - \$285

[Excel Advanced](#) 9/10 Jan - \$480 **two for the price of one**

[Word Intermediate](#) 22/23 Jan - \$480 **two for the price of one**

[Intro to PCs](#) 30/31 Jan - \$480 **two for the price of one**

Launceston Business Skills Courses

[Conflict Resolution & Assertiveness](#) 27 Nov - \$285 **two for the price of one**

[Business Writing Skills \(Basics\)](#) 3 Dec - \$285

[Business Writing Skills \(Advanced\)](#) 5 Dec - \$285

[Delivering Convincing Presentations](#) 11 Dec - \$285

[Effective Supervision Skills](#) 13 Dec - \$285

[Time Management](#) 22 Jan - \$285 **two for the price of one**

Devonport IT Courses

[Project](#) 27/28 Nov - \$480

[Access Introductory](#) 4/5 Dec - \$480

[Excel Introductory](#) 9/10 Dec - \$480

[Excel Intermediate](#) 10/11 Dec - \$480

[Excel Advanced](#) 11/12 Dec - \$480

[Word Introductory](#) 21/22 Jan - \$480 **two for the price of one**

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