

NDA

Business Skills
Qualifications
IT Solutions



[NDA website](#)

[NDA training course dates](#)

[Make an enquiry](#)



Dear client

Last week's offer

Last week we promoted [Delivering Convincing Presentations](#), to be presented in both Hobart and Launceston on Wednesday 21 August. **A few places are still available on these courses at the discounted rate of \$242 (regular rate \$285).**

This week's offer - project management

In one sense, we all manage projects. Every new task we pick up is a mini project that can benefit from planning, identifying exactly what you want to achieve, defining the boundaries of the task, identifying everyone who has an interest in the task and mitigating against any risks that might prevent a successful outcome.

All these skills and more are covered in NDA's [Managing Successful Projects](#) course. This course will be presented in Launceston on Thursday 22 and Friday 23 August. **We have 13 lucky places still available - help ensure (y)our luck is in by enrolling for one of the remaining places at a discount of 10%.**

Apart from the technical side of project management, you will also learn some valuable soft skills that are essential for a successful project, including communications skills, team building and problem solving.



© Scott Adams, Inc./Dist. by UFS, Inc.

Over the last few years NDA has developed a significant profile in project management training. Twenty-three clients have successfully completed a [Diploma in Project Management](#) with us and we currently have sixty or so people part-way through the qualification.

Project Management Information Systems (PMIS)

Microsoft Project is one of the better known PMIS. We use it to create schedules for projects, assign resources, prepare budgets and to track project implementation. We have completely re-written the course manual to incorporate all the [new features in Project 2010](#). **NDA's revamped [Microsoft Project](#) course will run in Devonport on 6/7 August (tomorrow!) and both Hobart and Launceston on 11/12 September.**

Client comments about NDA's project management training

Thank you for the feedback and your assistance throughout my studies. It has been a fantastic unit to study and my knowledge of project management has improved significantly. The course was very well structured and I will be passing on great feedback to anyone else interested in taking on any studies or courses through NDA.
DS, Australian Broadcasting Corporation

Very happy with the program. Was delivered at the right level and pace. My interest in project management has grown even more over the past two days. Extremely enjoyable, practical and relevant.

RM, Federal Group

For me personally the course cemented things I have been learning 'on the job' (generally by doing my own research) and put it all into context. Enormously helpful!
MG, Department of Health and Human Services

I really enjoyed this course. It was very well presented, encouraged interactions between participants and was useful and interesting. Thanks!

BW, Australian Antarctic Division

I enjoyed these two days very much. I had no idea about project management before but now have a huge knowledge of it that I can take away and use.

AS, Tasmanian Polytechnic

Lots of practical examples were useful to reinforce techniques required for project

management. Interesting discussions generated. Thanks!
CM, University of Tasmania

To make a booking on any of the above courses, or to discuss enrolling in a qualification, please phone Janelle on 1300 765 736.

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.

You are free to reproduce any material provided it is accompanied by this message:
Reproduced from the newsletter of NDA Tasmania - www.nda.com.au - phone 1300 765 736.

Case study - Tasmanian Irrigation



[Tasmanian Irrigation](#) (TI) was established in July 2011 as a state-owned company to roll-out irrigation schemes throughout Tasmania and facilitate the expansion of agriculture. The organisation has a budget of \$220 million and currently lists 23 major irrigation schemes on its website.

At the sharp end of TI are five project managers who have responsibility for seeing these schemes through to a successful conclusion. NDA has had the pleasure of working with the TI project managers over the last 12 months to help formalise their already extensive practical knowledge. All enrolled for a [Diploma in Project Management](#); two have already completed the qualification and three are well on the way.

The training for the program was delivered through a customised version of [Managing Successful Projects](#) and [Microsoft Project](#). Assessment was mainly based on 'live' work and documentation from irrigation projects.

"The project was a multimillion dollar infrastructure project. Even small mistakes in communicated documentation could result in delays, increases in costs or worse. This potential was massively reduced if not completely eliminated by the project manager attending an NDA business writing course."

Your feedback

"Hello Nigel... thanks for the newsletter.... love your [French story](#) and had a laugh at the dramas of inexperienced air kissing (because I can relate due to my own experiences). How wonderful that people take responsibility for themselves. Imagine that! And what better experiences people have being able to do things that have a risk attached...."

FD, Northern Midlands Council

"Love the French and their lifestyle, we spent time with my brother and his partner in France near Albi this year. And don't forget the unwrapped bread!"

AG, Avoca Primary School

[Last week](#) we promoted NDA's [Delivering Convincing Presentations](#) course. A reader emailed recommending Toastmasters as an organisation that gives members an opportunity to practise their presentation skills.

"At a Toastmasters meeting you have the opportunity to learn by doing; everyone has the opportunity to speak at every meeting. We have a regular agenda with shorter speeches at the start of the meeting and longer prepared speeches in the second half. So, you have the chance to start out small and make progress at your own pace. Most of the speeches given are evaluated verbally and members delivering prepared speeches also receive a written evaluation.

There are two Toastmasters clubs in the Hobart area, one in Launceston and another in Devonport and a new club forming in Burnie. Anyone is very welcome to visit to see if Toastmasters suits them. Meetings are usually entertaining, supportive and a great learning experience. Members and guests have the opportunity to speak at every meeting and many of the speaking roles are evaluated by members on the night."

JM, Infoasis

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

[Excel Intermediate](#) 7/8 Aug - \$480

[Excel Advanced](#) 8/9 Aug - \$480

[Access Introductory](#) 14/15 Aug - \$480

[Access Advanced](#) 16 Aug - \$480
[SQL Introductory](#) 19 Aug - \$285
[Excel Introductory](#) 2/4 Sep - \$480
[Excel Intermediate](#) 4/5 Sep - \$480
[Excel Advanced](#) 5/6 Sep - \$480

Hobart Business Skills Courses

[Effective Supervision Skills](#) 7 Aug - \$285
[Business Writing Skills \(Advanced\)](#) 15 Aug - \$285
[Delivering Convincing Presentations](#) 21 Aug - \$285 **15% discount**
[Business Writing Skills \(Basics\)](#) 3 Sep - \$285

Launceston IT Courses

[Excel Introductory](#) 6/7 Aug - \$480
[Excel Intermediate](#) 7/8 Aug - \$480
[Excel Advanced](#) 8/9 Aug - \$480
[Access Introductory](#) 15/16 Aug - \$480
[Visio](#) 19 Aug - \$285
[Excel Introductory](#) 3/4 Sep - \$480
[Excel Intermediate](#) 4/5 Sep - \$480
[Microsoft Project](#) 11/12 Sep - \$480

Launceston Business Skills Courses

[Effective Supervision Skills](#) 7 Aug - \$285
[Business Writing Skills \(Basics\)](#) 14 Aug - \$285 **two people for the price of one**
[Business Writing Skills \(Advanced\)](#) 15 Aug - \$285
[Managing Successful Projects](#) 22/23 Aug - \$570 **10% discount**

Devonport IT Courses

[Microsoft Project](#) 6/7 Aug - \$480
[Excel Advanced](#) 8/9 Aug - \$480
[Access Advanced](#) 16 Aug - \$240
[Excel Intermediate](#) 6/9 Sep - \$480
[Excel Advanced](#) 9/13 Sep - \$480

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