

# NDA

Business Skills  
Qualifications  
IT Solutions



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We had a fun day out a couple of weekends back at the [Ben Lomond Descent](#). This venerable multi-sport event has been going since the days when we used to get snow in winter - yes, that long. I last participated with my son, who was ten years old at the time. He's now 32 so that makes it, mmm, about 22 years ago. He did the cross-country run, I did the mountain bike and a friend paddled the kayak leg.

I remember the occasion well because, when he finished the 10 km run, there was a certain odour about him. On further exploration it transpired that he had been caught short part-way through the run, sprinted ahead of the other competitors over a rise, dropped his shorts and pooped. Unfortunately, in his haste to pull up his shorts, some of the poop stayed with him for the remainder of the run.

The experience must have put my son off entering events with his dad as I have not been able to cajole him into a repeat performance - until this year! We are participating in [Amys Ride](#) next month along the Great Ocean Road.

This year at Ben Lomond there were no repeat mishaps. A friend and I had a good time and finished the event smelling not much worse than when we started. In my friend's case this was aided by an involuntary swim in a turgid and frigid St Patricks River.

Meanwhile, our Business Skills courses are running hot, with great interest shown in Business Writing Skills (both [Basic](#) and [Advanced](#)), [Managing Successful Projects](#) and [Time Management](#). All our courses may be customised to the requirements of your organisation and presented as private courses, either at NDA premises or at the venue of your choice.

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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### **2014 Skills Fund - don't miss out!**

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Applications for the [2014 Skills Fund](#) will open shortly. Organisations may apply for funding in partnership with an RTO (such as NDA) for either **short course training** ('skill sets') or **complete qualifications**.

**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

### **Building Industry Training**

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The Tasmanian Building and Construction Industry Training Board (TBCITB) has awarded NDA a contract to provide **free training** to members of the building industry. As with the Skills Fund (see above) the program concludes when the funding is exhausted.

If you operate in the building industry, phone Janelle on **1300 765 736** and we will ensure you don't miss out.

## Your feedback

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"Hey Nigel

Thanks for letting me know about the Strava heatmap. Very useful for planning a cycle touring trip in Austria & Slovenia!!"

**BW**



Here is the cycling heatmap for the area our correspondent is visiting. Plenty of places to ride there! By comparison, here is the cycling heatmap for one of his previous trips across the Simpson Desert.



If you missed it, you can explore the global heatmap at <http://raceshape.com/heatmap/>.

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

### Hobart IT Courses

[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

[Project](#) 11/12 Sep - \$480

[PowerPoint](#) 16 Sep \$240

[Word Introductory](#) 16/18 Sep \$480

[Word Intermediate](#) 18/19 Sep \$480

[Word Advanced](#) 19/20 Sep \$480

### Hobart Business Skills Courses

[Business Writing Skills \(Advanced\)](#) 15 Aug - \$285 **course full**

[Delivering Convincing Presentations](#) 21 Aug - \$285 **15% discount**

[Business Writing Skills \(Basics\)](#) 3 Sep - \$285 **three places left**  
[Time Management](#) 19 Sep \$285 **15% discount**

### **Launceston IT Courses**

[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

[PowerPoint](#) 16 Sep \$240

[Word Introductory](#) 17/18 Sep \$480

[Word Intermediate](#) 18/19 Sep \$480

[Word Advanced](#) 19/20 Sep \$480

### **Launceston Business Skills Courses**

[Business Writing Skills \(Basics\)](#) 14 Aug - \$285 **two for the price of one**

[Business Writing Skills \(Advanced\)](#) 15 Aug - \$285 **one place left**

[Managing Successful Projects](#) 22/23 Aug - \$570 **only eight places left**

### **Devonport IT Courses**

[Access Advanced](#) 16 Aug - \$240

[Excel Intermediate](#) 6/9 Sep - \$480

[Excel Advanced](#) 9/13 Sep - \$480

[Word Introductory](#) 17/18 Sep - \$480

### **Devonport Business Skills Courses**

[Time Management](#) 18 Sep - \$285 **one place left**

#### **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