Business Skills Courses - $395 per day

Courses	Unit Code/s	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Business Writing Skills - Basics	BSBWRT311	1		5					23					
Business Writing Skills	BSBWRT411	2		5/6					23/24					
Effective Supervision Skills	BSBLDR414/TWK502	1					5						4	
Emotional Intelligence at Work	BSBPEF502	1	28						14					
Employee and Industrial Relations	BSBHRM522	1						11						1
Human Resource Functions and Processes	BSBHRM527	1				1						7		
Leading Positive Workplace Relations	BSBLDR413/523	1		4						12				
Learning and Development of Teams and Individuals	BSBHRM523	1					27						25	
Manage Recruitment and Onboarding	BSBHRM525	1			18						8			
Manage Risk	BSBOPS504	1	13						28					
Operational Planning	BSBOPS402/502	1		10						18				
Performance Development Processes	BSBHRM521	1			11						29			
Prioritise your Time	BSBPEF301/402	1				14						20		
Project Management Essentials	BSBPMG430	1						25						9
Recruiting Staff	BSBHRM415	1		17						27				
Redefining Performance Management	BSBLDR522	1				29						28		
Team Building	BSBXTW301/401	1			3						23			
Work, Health & Safety in the Workplace	BSBWHS311/411	1					13							1
Workforce Plan Implementation	BSBHRM524	1						16					10	

Qualifications

Courses	Unit Code/s	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Certificate III in Information Technology	ICT30120	2												
Certificate IV in Information Technology	ICT40120	2												
Certificate IV in Training & Assessment	TAE40122	9		11/12	4-6	15-17		2-5	7-10		9-10	30Sep-2	11-13	
Diploma of Project Management	BSB50820	9	20-22		24-26		19-21		21-23		15-17		17-19	

MINIMUM ENROLMENT - All public courses are subject to minimum enrolment. Participants will be contacted the week before the course if the course is NOT going ahead.

Private Courses

The following Business Skills courses are offered as private courses only. If you are interested in training in these topics, please contact us for further information or to arrange a private course.

FULL DAY COURSES
- Assertiveness in Action
- Conducting Successful Meetings
- Great Leadership
- Minute Taking
- Stress Management
- Delivering Convincing Presentations

- Building Better Work Habits
- Conflict Resolution
- Managing a Virtual Team
- Managing Workplace Culture
- Conflict Resolution
- Superior Customer Service

- Bullying & Harrassment in the Workplace
- Dealing with Challenging People
- Managing Change
- Self-Development for Managers
- Wellness
- Conducting Successful Meetings

- Coaching at Work
- Essential Management Skills
- Managing Difficult Behaviours
- Strategic Thinking
- Managing Change

2 HOUR SHORT COURSES
- Delegation Skills
- Understanding Change

- Positive Leadership
- Understanding Workplace Risk

- Problem Solving Techniques

- Succession Planning

N D A   T R A I N I N G   T A S M A N I A - L A U N C E S T O N   C O U R S E S   2 0 2 5

Courses	Unit Code/s	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Computer Courses - $350 per day														
Designing Business Documents	BSBTEC301	1				9				18				3
MS Excel Introductory	BSBTEC302	2	20/21	17/18	17/18	14/15	12/13	16/17	14/15	11/12	15/16	13/14	10/11	8/9
MS Excel Intermediate	BSBTEC402	2	21/22	18/19	18/19	15/16	13/14	17/18	15/16	12/13	16/17	14/15	11/12	9/10
MS Excel Advanced		2	22/23	19/20	19/20	16/17	14/15	18/19	16/17	13/14	17/18	15/16	12/13	10/11
MS Office Essentials		1			24				21				17	
MS PowerPoint	BSBTEC303	1			26						8			
MS Project	BSBPMG421	2		24/25		29/30		23/24		25/26		27/28		15/16
MS Word Essentials		2	13/14		11/12		26/27		28/29		22/23		24/25	
MS Word Advanced	BSBTEC401	2	14/15		12/13		27/28		29/30		23/24		25/26	
Finance Courses - $395 per day														
MYOB Setup & Operation	BSBFIN301/302	2	29/30		5/6		5/6		7/8		1/2		4/5	
MYOB Payroll	BSBHRM416	1			3			30				6		
MYOB Advanced	BSBFIN401	1		13				2						

Private Courses

The following IT courses are offered as private courses only. If you are interested in training in these topics, please contact NDA for pricing and date availability.

  - MS Access Intro & Advanced   - MS Publisher   - MS Outlook   - SQL Introductory   - Visio

Qualifications & Optional Assessments

Most of NDA's training courses are Nationally Accredited giving you the option of completing an Optional Assessment* which, if successfully completed, will result in a Statement of Attainment for the related unit of competency.   *Additional fee applies.

NDA also offers the following qualifications:

 - ICT30120 Certificate III in IT   - BSB30120 Certificate III in Business   - BSB40520 Certificate IV in Leadership & M'ment   - BSB50320 Diploma of Human Resources

 - ICT40120 Certificate IV in IT   - BSB40120 Certificate IV in Business   - BSB50420 Diploma of Leadership & M'ment   - BSB40920 Certificate IV in Project M'ment

 - TAE40122 Certificate IV in Training and Assessment - BSB50120 Diploma of Business   - BSB40420 Certificate IV in HR M'ment   - BSB50820 Diploma of Project M'ment

Course Information

• Please check schedule for all 3 centres (Hobart / Launceston / Ulverstone) as some courses only run in certain centres. Most IT courses have the option of attending via Zoom in another centre.

• Late cancellations (less than 5 business days) will incur the full course fee unless a medical certificate is provided.

• Anyone undertaking a qualification with NDA can attend any related training FREE of charge.

• Any of the listed training can be customised to suit your organisation and can be delivered in the workplace upon request. Please call / email Janelle for further information.