

NDA TRAINING TASMANIA - HOBART COURSES 2021

Courses	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Business Skills Courses - \$375 per day (\$295 per half day)													
Building Better Work Habits	1		1				21				4		
Building Relationships	1		9				9				12		
Bullying & Harrassment in the Workplace	0.5			1				8				8	
Business Writing Skills	2		10/11				15/16				13/14		
Complaint Handling	1					10				6			
Conducting Successful Meetings	1			16				15				10	
Conflict Resolution	1			3				20				25	
Delivering Convincing Presentations	1				20				30				20
Effective Supervision Skills	1				15				4				8
Emotional Intelligence at Work	1					24				20			
Essential Management Skills	1				12				2				6
Great Leadership	1				22				16				13
Managing a Virtual Team	1		15				28				18		
Managing Change	1		4			5				8			
Managing Successful Projects	2			9/10				5/6				23/24	
Operational Planning	1		17				16				20		
Recruiting Staff	1				13				11				15
Redefining Performance Management	1			17				21				17	
Stress Management	1			29									
Superior Customer Service	1	12				12				15			
Team Building	1	<i>Call for dates</i>											
Time Management	1	14				19				22			
Work, Health & Safety in the Workplace	1		3				2				6		
Certificate IV in Training & Assessment*	10		22,23,25 & 23,24,25 & 27,28,29					27,28,29 & 24,25,26 & 28,29,30					

*Cert IV in TAE is \$3,950 for the full qualification, which includes all training sessions above

Business Skills 2 hour Courses - \$245 per course

Delegation Skills	2 hrs			15				12				2	
Positive Leadership	2 hrs		2				7				11		
Problem Solving Techniques	2 hrs			30				19				15	
Succession Planning	2 hrs				19				9				1
Understanding Change	2 hrs		16										
Understanding Workplace Risk	2 hrs				1				31				7

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.

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IT Courses - \$330 per day

Access Introductory	2				19/20				9/10				13/14
Access Advanced	1				21				12				16
Excel Introductory	2	4/5	1/2	1/2	12/13	3/4	7/8	26/27	2/3	6/7	4/5	2/3	6/7
Excel Intermediate	2	5/6	2/3	2/3	13/14	4/5	8/9	27/28	3/4	7/8	5/6	3/4	7/8
Excel Advanced	2	6/7	3/4	3/4	14/15	5/6	9/10	28/29	4/5	8/9	6/11	4/8	8/9
Introduction to PCs	1	Call for dates											
Outlook (\$192)	0.5	Call for dates											
PowerPoint	1	11				10				13			
Project	2		15/16		28/29		21/22		25/26		13/14		22/23
Publisher	1	12				11				14			
Word Introductory	2			15/16				19/20				15/16	
Word Intermediate	2	27/28		16/17		25/26		20/21		21/22		16/17	
Word Advanced	2	28/29		17/18		26/27		21/22		22/23		17/18	

Specialised IT Courses - \$375 per day

Excel Programming	2	Call for dates											
MYOB Setup & Operation	2		23/25		26/27		23/24		23/24		28/29		20/21
MYOB Payroll	1			11				8				12	
MYOB Advanced	1		9				17				12		
SQL Introductory	1	Call for dates											
Visio	1	Call for dates											

Private Training

The following courses are planned to be offered as public courses, starting in mid 2021. If you are interested in training in these topics before then, please contact us and arrange a private course.

- ∞ Assertiveness in Action
- ∞ Building Better Work Habits
- ∞ Coaching at Work
- ∞ Dealing with Challenging People
- ∞ Managing Difficult Behaviours
- ∞ Managing Workplace Culture
- ∞ Minute Taking
- ∞ Self-Development for Managers
- ∞ Strategic Thinking
- ∞ Team Building
- ∞ Wellness

Qualifications

Most of the above courses are Nationally Accredited so you have the option of completing an 'Optional Assessment' which (if successfully completed) will result in a Statement of Attainment for the related unit. If you decide to enrol in one of our qualifications, then you will receive a Credit Transfer for any relevant units that you have already completed with us individually.

NDA offers the following qualifications:

- ∞ Cert II in Business
- ∞ Cert III in Business Admin
- ∞ Cert IV in L'ship & M'ment
- ∞ Cert IV in Project M'ment Practice
- ∞ Cert IV in TAE
- ∞ Cert III in Business
- ∞ Cert III in Business Admin (Legal)
- ∞ Diploma of L'ship & M'ment
- ∞ Diploma of Project M'ment
- ∞ Cert IV in Business
- ∞ Cert IV in Business Admin
- ∞ Cert IV in Human Resources (HR)
- ∞ Cert III in IT
- ∞ Diploma of Business
- ∞ Diploma of Business Admin
- ∞ Diploma of HR M'ment
- ∞ Cert IV in IT

For further information or to make a booking - www.nda.com.au or contact Janelle on 03 6224 2660 or bookings@nda.com.au