NDA TRAINING TASMANIA – ULVERSTONE COURSES 2026

COMPUTER COURSES - $375 per day	Unit Code/s	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Excel with Confidence: Excel Introductory *- Develop practical Excel skills to organise and format data*	**BSBTEC301/BSBTEC302**	2		10/11			26/27			11/12			10/11	
Analyse with Impact: Excel Intermediate *- Elevate your spreadsheets for clarity and insight*	**BSBTEC402**	2		11/12			27/28			12/13			11/12	
Master Data with Precision: Excel Advanced *- Transform complex data into clear business insights*		2		12/13			28/29			13/14			12/13	
Present with Impact: PowerPoint *- Design engaging and professional presentations*	**BSBTEC303**	1						10						11
Manage Projects with Confidence: MS Project *- Use Microsoft Project to plan, track and deliver results on time*	**BSBPMG421**	2			18/19						9/10			
Word Smart: Word Essentials *- Master the foundations of Word to create professional documents*	**BSBTEC201/BSBTEC301**	1	14			22			8			7		
Word Mastery: Word Advanced *- Master advanced tools and efficiently design professional documents*	**BSBTEC401**	2	15/16			28/29			22/23			13/14		
Get Started with MYOB *- Build confidence in everyday bookkeeping and business operations*	**BSBFIN301/BSBFIN302**	1	22 L'ton						21 L'ton					
Manage Payroll with Confidence using MYOB *- Learn to process pays accurately and meet compliance requirements*	**BSBHRM416**	1		4 L'ton						18 L'ton				
Master MYOB for Performance *- Develop advanced skills to analyse and drive business results*	**BSBFIN401**	1			17 L'ton						22 L'ton			
Get Started with XERO - NEW *- Build practical skills to manage daily accounts and business activity*	**BSBFIN301/BSBFIN302**	1				16 L'ton						27 L'ton		
Simplify Payroll with XERO - NEW *- Process pay runs efficiently and stay compliant*	**BSBHRM416**	1					12 L'ton						24 L'ton	
Master XERO Insights - NEW *- Use advanced tools to interpret data and strengthen business performance*	**BSBFIN401**	1					14 L'ton						26 L'ton	

QUALIFICATIONS

Certificate III in Business - NextGen - NEW	**BSB30120**	10	14	2	11	14	4	15	2	11	7	1	24	14 L'ton
Certificate IV in Business - ProEdge - NEW	**BSB40120**	10	13	9	11/12	28	4	15	15	3	7	5/12	17	14
Certificate IV in Training & Assessment	**TAE40122**	15				22-23 L'ton	20-22 L'ton	24-26 L'ton	21-24 L'ton	26-28 L'ton				
Certificate IV in Leadership & Management - Fast Track	**BSB40520**	9	13	9	17	13	4	15	15	17	15	5	17	7
Diploma of Leadership & Management - Fast Track	**BSB50420**	11	21	16	24	9	19	22	28	24	22	12	30	16
Diploma of Human Resource Management - Fast Track	**BSB50320**	11	21	16	24	20	4/19	22	28	24	28	19	4	16
Diploma of Project Management - Fast Track	**BSB50820**	9				15-17		2-4		4-6				

The above qualifications are delivered using a rolling start, meaning you can commence at any stage throughout the program.

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NDA Training Tasmania – 4B/21 Alexandra Road, Ulverstone, TAS 7315
For further information visit www.nda.com.au or contact Janelle on bookings@nda.com.au or 6334 4910

RTO Provider Number 60034

BUSINESS COURSES - $395 per day	Unit Code/s	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Better You, Better Planet - NEW *Simple ways to support yourself and your workplace sustainably.*	**BSBPEF201/BSBSUS211**	1				14								
Communicate and Connect at work - NEW *Commincate with clarity, respect and inclusion at work.*	**BSBTWK301/BSBXCM301**	1							2					
Connect and Influence at work - NEW *- Strengthen relationships through effective communication.*	**BSBTWK401/BSBXCM401**	1		9									17	
Communicate with Influence - NEW *- Build confidence in persuasive and impactful communication.*	**BSBCMM511**	1	21											16
Critical Thinking at Work - NEW *Strengthine your reasoning and creativity for smarter workplace outcomes.*	**BSBCRT311/BSBCRT411**	1									7			
Deliver Exceptional Service - NEW *- Create positive experiences that keep customers and clients coming back.*	**BSBOPS304**	1										1		
Driving Performance *- Guide and support employees development to achieve results.*	**BSBHRM521**	1										19		
Emotional Intelligence for Growth *- Harness EI to drive personal and professional development.*	**BSBPEF502**	1										12		
From Risk to Resilience *- Turn risk management into a tool for business strength.*	**BSBOPS504**	1						22						
Get the Project Done *- Develop the skills to undertake and contribute to successful projects.*	**BSBPMG430**	1								17				
Implementing Workforce Plans *- Coordinate workforce planning processes for organisational success.*	**BSBHRM524**	1		16										
Leadership in Action - NEW *- Develop confidence in leading and communicating as a workplace leader.*	**BSBLDR411/BSBLDR412**	1	13									5		
Leading Teams to Success - NEW *- Balance performance, relationships and workplace effectiveness.*	**BSBTWK502/BSBLDR523**	1			24									
Lead with Fairness *- Balance organisational needs with employee rights and wellbeing.*	**BSBHRM522**	1								24				
Lead Workplace Learning *- Coordinate training and development for team success.*	**BSBHRM523**	1					19							
Lead Your Team *- Develop the skills to lead, motivate and drive results.*	**BSBXTW401**	1							15					
Make the Plan Work *- Turn operational plans into action and results.*	**BSBOPS402**	1				13								
Manage Operational Plans *- Manage business plans to drive efficiency and growth.*	**BSBOPS502**	1											30	
Managing Employee Departures - NEW *- Facilitate fair, compliant and respectful separation and termination.*	**BSBHRM529**	1				20								
Managing People Performance *- Balance accountability and support to maximise outcomes.*	**BSBLDR522**	1									22			
Recruitment and Onboarding: First Steps *- Support and coordinate recruitment and onboarding at work.*	**BSBHRM415**	1									15			
Recruitment and Onboarding for Success *- Strengthen hiring and onboarding practices for better results.*	**BSBHRM525**	1							28					
Shaping Critical Thinkers - NEW *- Foster innovation, problem-solving and better decision-making.*	**BSBCRT511**	1				9								
Stronger Teams, Better Leaders - NEW *- Develop the tools to lead relationships and team effectiveness.*	**BSBLDR413/BSBLDR414**	1			17									7
Support Learning at Work - NEW *- Build confidence in growing team and individual skills.*	**BSBHRM413**	1			31									
Take control of Your Time *- Build skills to organise and develop personal work priorities.*	**BSBPEF301/BSBPEF402**	1						15						
The HR Toolkit *- Oversee the HR functions and processes with confidence.*	**BSBHRM527**	1									28			
WHS for a Safer Workplace *- Develop skills to support and monitor WHS policies and procedures.*	**BSBWHS311/BSBWHS411**	1					4						4	
Working in a Team *- Learn how to co-operate and work effectively with others.*	**BSBXTW301**	1		2									24	
Work Smarter Together - NEW *Harness digital tools to collaborate with ease.*	**BSBTEC404**	1								3				
Write with Confidence *- Create clear, simple workplace documents.*	**BSBWRT311**	1			11									14
Write with Impact *- Develop confidence in producing comples workplace documents.*	**BSBWRT411**	2			11/12									14/15

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