

cement sheeting but did not anticipate the high cost of professional removal.



Fortunately, in Tasmania you can remove asbestos cement yourself if you take the proper precautions and dispose of it correctly. So for the last few weekends I have been suited up in protective clothing with a P2 respirator and learning exactly why those quotes were high. Thanks to the help of a few friends it is all done now and ready to hand over to a professional builder.



You never know when you need to go...

So, back to business. If you ever make it down to the bottom of this newsletter you might notice we usually have some special offers on forthcoming courses. This month we have two-for-one offers (which means exactly what it says - you can enrol two people for the price of one) on the following courses:

Hobart:

[Business Writing Skills \(Advanced\)](#) 8 Apr
[Delivering Convincing Presentations](#) 16 Apr

Launceston:

[Word Advanced](#) 20/21 Mar
[Business Writing Skills \(Advanced\)](#) 10 Apr

Devonport:

[Excel Introductory](#) 1/2 Apr
[Access Introductory](#) 9/10 Apr

What's not to like about that? Don't be a stranger - give Janelle a call and reserve a couple of places.

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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What you said - feedback from the last newsletter

Thanks for the entertaining yoga story :)
Fiona, Trout Territory

Hi Janelle

Hope you are well. I've had the pleasure of doing my Visio training at NDA in Launceston & I've sent some of my other people on the course as well. Now I'm doing a bit of project work & wondered if you had any courses coming up for Microsoft Project? I was very happy with your training facilities & the way we were trained; very friendly environment.

By the way, I receive Nigel's newsletters which are very informative & funny. I really enjoy reading them.
Tracey J, DHHS

Hi Nigel

Just thought I would send a quick email to say Merry Christmas and thank you for all the hard work you & the NDA Team do.

I've been a trainee for 3 years and now contracted as a NSO so NDA is still keeping me going J

Thanks Again.

Ben Podolak, Dept. of Education

Interesting newsletter Nigel, what a coincidence I was looking into Bikram Yoga last week! I will definitely take on a class now and try it out. J
Belinda, NDA.

Tips to extend iPhone battery life

Under normal conditions the iPhone should easily last a full day between charges. Sometimes, though, the battery can drain alarmingly quickly. Under extreme conditions the phone may actually become hot to the touch as the current discharges.

There are many possible causes for poor battery performance. Faulty apps may fail to shut down correctly, or upgrades to iOS may introduce problems that previously did not exist.

You can take some positive steps to prolong battery life (and also minimise the chance of a problem emerging in the future) by changing a few software settings. [This article](#), written by a former apple employee, explains how. I experimented with most of the suggestions and the only one I rejected (and, to be fair, the writer also hesitated over this) was to switch off Auto-Brightness. This is the setting that automatically increases screen brightness when you are in brightly lit surroundings. Turn it off and you will have difficulty reading the screen outdoors.

The other suggestions re push mail, location services, background apps and switching your phone off and on again once a week are all right on the money.

Business Writing Skills - Intro and Advanced

NDA's two business writing courses are coming up again soon in both Launceston and Hobart. Can you write a succinct and lucid email? Are your reports coherent and correctly structured? Does the quality of your writing accurately represent the quality of your ideas and thought processes?

If you answered "No" to any of these questions then Janelle wants to hear from you on 1300 765 736:

Business Writing Skills (Basics)

Hobart: 7 April
Launceston: 9 April

Business Writing Skills (Advanced)

Hobart: 8 April
Launceston: 10 April

What clients say about these courses

Enjoyed the course and can't wait to put into practice.
KS, BWS (Basics), Dec 2012

The instructor explained the content of the course clearly and met all my expectations. I thoroughly enjoyed the day and have gained valuable knowledge that I can take away and apply to my workplace.
ML, BWS (Advanced), Dec 2013

Great presentation, very happy with what I learnt today.
JF, BWS (Advanced), Aug 2013

Excellent beginner's course. I enjoyed it very much and learned a great deal - very useful and can be recommended to others.
JB, BWS (Basics), Sep 2013

Don't change a thing, best course I have attended.
SP, BWS (Basics), Sep 2013

Effective Supervision Skills

You may have all the technical skills in the world, but becoming a supervisor for the first time requires a whole new skill set. Should you be 'hands off', and run the risk of losing control, or 'hands on', and be accused of micro managing people? How should you reward good performance, and how should you pull people up for poor performance? Learn about the pros and cons of different approaches here:



Supervisor skills 101 - bark softly
and carry a big stick

Effective Supervision Skills

Hobart and Launceston: 2 April

What clients say about this course

I gained a lot of knowledge regarding supervisor skills, as I am only new in my job as a supervisor this has been great teaching me what I need to do and what will help me to be successful in my role as a team leader.

KH, May 2011

The ability to take home the resource/workbook was fantastic. I will definitely be reading through and highlighting important points and hopefully remember to refer back frequently.

TB, Aug 2013

Chris was very effective in relating the course content to real life examples, as well as being very open to different ideas/opinions from participants.

NE, Aug 2013

Excellent and entertaining trainer. Great flow of information, kept everyone's interest.

DC, Jul 2012

Feel this will provide me with a great set of tools to improve my skills - but more importantly the skills of my team members.

SG, Dec 2013

Thankyou Tony!! Great to get innovative and fresh ideas.

JD, Dec 2013

Active perfuming

I had to check that it wasn't April 1 when I read this, but apparently Mercedes has developed an Active Perfuming System for their 2014 S class Fuhrer-mobile. Yes, not only do you get that new car smell, but when you switch to Sport mode the suspension tightens up, the steering becomes more sensitive, and the cabin fills with the fragrance of fresh green foliage. Going to a party or clubbing? Then 'Nightlife' provides the seductive odour of Ambergris. Would it be too much to hope for a special fragrance to be emitted when Hans takes der corner too qvickly? Scheisse!



Beam me up, Snotty

Not a million miles from Stuttgart's active perfuming is the Scent Rhythm watch, the stated aim of which is to enable people to "smell the passage of time". The prototype emits minute doses of specially designed fragrances that are "in tune with the circadian rhythm of the human body" ("quotes" so you know I'm not the tosser that wrote this).

So we have a coffee and caffeine scent in the morning, "the smell of money" (paper and tarnish) in the afternoon, whisky and tobacco in the evening with a dash of Valerian root and finally chamomile enhanced with melatonin "in the doze period". You can read more about it [here](#), but what's that I smell? Could it be the gentle odour of what's-the-point?

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

[Word Advanced](#) 20/21 Mar - \$480

[MYOB Setup and Operation](#) 24/25 Mar - \$570

[Intro to PCs with Windows and Office](#) 26/27 Mar - \$480

[Excel Introductory](#) 31 Mar/2 Apr - \$480

[Excel Intermediate](#) 2/3 Apr - \$480

[Excel Advanced](#) 3/4 Apr - \$480

[SQL Introductory](#) 14 Apr - \$285

[Visio](#) 28 Apr - \$285

Hobart Business Skills Courses

[Effective Supervision Skills](#) 2 Apr - \$285

[Business Writing Skills \(Basics\)](#) 7 Apr - \$285

[Business Writing Skills \(Advanced\)](#) 8 Apr - \$285 **two for the price of one**

[Delivering Convincing Presentations](#) 16 Apr - \$285 **two for the price of one**

Launceston IT Courses

[Word Intermediate](#) 19/20 Mar - \$480

[Word Advanced](#) 20/21 Mar - \$480 **two for the price of one**

[Intro to PCs with Windows and Office](#) 25/27 Mar - \$480

[Excel Introductory](#) 1/2 Apr - \$480

[Excel Intermediate](#) 2/3 Apr - \$480

[Excel Advanced](#) 3/4 Apr - \$480

[Access Introductory](#) 23/24 Apr - \$570

[Visio](#) 28 Apr - \$285

Launceston Business Skills Courses

[Assessment](#) 26/27 Mar - \$570

[Effective Supervision Skills](#) 2 Apr - \$285

[Managing Successful Projects](#) 9/10 Apr - \$570

[Business Writing Skills \(Basics\)](#) 9 Apr - \$285

[Business Writing Skills \(Advanced\)](#) 10 Apr - \$285 **two for the price of one**

Devonport IT Courses

[Excel Introductory](#) 1/2 Apr - \$480 **two for the price of one**

[Excel Intermediate](#) 2/3 Apr - \$480

[Excel Advanced](#) 3/4 Apr - \$480

[Access Introductory](#) 9/10 Apr - \$480 **two for the price of one**

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LAUNCESTON

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