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Welcome to the October edition of NDA's newsletter.

One of the courses we most enjoy presenting here at NDA is [Basic Business Writing Skills](#). Why? Because in just a day we can make a big difference to the way people present themselves using the written word.



When you do not have face-to-face contact with people they form an opinion of you through your phone conversations and emails - and when done poorly that impression may be the verbal equivalent of fronting up for a business meeting wearing thongs and clutching a stubby.

You can swap the thongs and stubby for a smart Armani suit by following a few simple rules. We introduce the course by sharing some examples where the rules for spell checking and proofreading were not followed - you can see some of them here.



For people who are already confident in their writing skills we offer [Advanced Business Writing Skills](#). The focus of this course is on report writing, with a special emphasis on writing to persuade. This course includes special instructions on writing technical reports, proposals and grant applications

Basic Business Writing Skills will be presented in both Hobart and Launceston on 15 October and Advanced Business Writing Skills on 16 October.
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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Your Feedback

Hi Nigel

Hope you enjoyed the trip – I am just reading your newsletter. Data plans can be a problem. Have a look at this website - <http://www.lefrenchmobile.com/>
I have one of their SIMs & used it last year. They have since added the data plans. Even though it is French based, call rates anywhere in Europe are pretty reasonable & you don't pay incoming call charges either. Data charges are also a lot cheaper than Telstra.
Gary

Looks good, Gary. According to their blurb a micro-sim (for either iPhone or iPad) costs 20 euros, including 15 euros of call credits. At that tariff, calls to France, other European countries and Australia are charged at a rate of E0.25 / minute. They have a range of data bundles but 300Mb (enough for a month of careful browsing and emails) costs only E39. The user just needs to make sure their phone is unlocked before they leave Aus.

I have saved the URL for future reference.

ND

Dear Nigel

I find your travel information so useful. Yes, I use TripAdvisor a lot and also Expedia. I was so pleased to see you had discovered Corsica as I did 2 years ago walking the GR20. Right now I am returning to Australia having explored more of Madagascar - an amazing country - and also Rodrigues Island and Mauritius. So I stay on your list to find out more useful apps and I travel with iPad and iPhone but don't use the latter unless desperate.

Many thanks

Doreen

Hi Nigel,

I just got an iPad. You seem to know what's what with them!
Can you help me get started by suggesting some good apps?
Cheers,
Jon

Hi Jon

Congratulations on your purchase - and thanks for asking my opinion. Starting right at the beginning I don't keep any music on the iPad as the iPhone is more portable for this purpose, but I do keep all my photos on the iPad as they look better on the bigger screen. Of the apps, the ones I use most apart from the obvious mail / messages etc are:

Banking - [Commbank](#) app for online banking and share trades.

Property - [Domain](#), not so much now but used it a lot when we were looking around the property market.

Weather - [Pocket Weather](#), seven day forecasts for any Australian town or city. I check the temperature first thing in the morning to see how many layers are required for the bike and check the radar to see if there is any rain moving in. It also has tide information if I'm planning an MTB ride along the North Esk track (which floods at high tide).

Books - I use Google's [iBooks](#) and Amazon's [Kindle](#) app and check the price on both before making a purchase (there is often a significant difference). I use the iPad as a book reader most days.

Publications - [Zinio](#). This app lets you subscribe to a huge range of publications, including my annual subscription to the English monthly Decanter wine magazine. It looks great on the iPad, it's available at the same time as the paper copy is released in the UK (one month before it arrives in Aus) and costs 50% of a regular hard-copy subscription.

Astronomy - [Starmap](#) presents the night sky as it looks each night (and in the direction you are facing). More features than I can list here.

Cooking - Jamie Oliver's [20 minutes meals](#) (not that I have ever made one but doesn't everyone have a copy of this for those emergencies when the resident chef is not in attendance?).

Wine - [Berry Brothers and Rudd](#) (London firm) app. Lots of info on vintages, scores for wines etc.

Media - [BBC](#), [ABC](#) and [SBS](#) news apps and [ABC Radio](#) app. Also have a subscription to the [BBC iPlayer](#) app. This is not free like the ABC's [iView](#) but it lets you watch a good selection of recent and historic (last 20 years) BBC programs. iView lets you watch programs from the last couple of weeks on the ABC.

Also like [Reeder](#). This is one of the best apps for viewing news feeds. You subscribe to feeds on [Google Reader](#) and Reeder picks up the feeds and gives you a nice interface to them on the iPad (all the latest stuff on your hobbies - bikes, food, wine, technology, sport etc).

Also in the media category I use [tvGuide](#) for the local stations. This has an excellent interface that shows the night's viewing on a single screen and a single touch sets a reminder to alert you when a program is about to screen.

If you subscribe to Austar their [MyStar](#) app lets you record programs remotely from your iPhone.

File sharing - [Dropbox](#) runs on my laptop, home PC, iPhone and iPad - all files are automatically updated between devices and viewable on any device.

Convert Units - does what it says, as does Google's [Translate](#) app.

Travel - [TripIt](#) is excellent. You drag confirmation emails from airlines hotels etc to TripIt's web address and it maintains a complete record of all your travel details with minimal requirement for manual intervention.

[TripAdvisor](#) is my go-to resource before making any hotel or restaurant bookings.

[Kayak](#) is probably the best of the apps for comparing and booking flights (it also does hotels and hire cars).

[Tom Tom](#) - Have also purchased the Tom Tom hardware interface that clips on the windscreen of any car and plugs into the 12v outlet. The spoken turn-by-turn instructions and good screen graphics have 'saved my life' on solo journeys in hire cars around New York and Chicago.

Entertainment - The ubiquitous [Angry Birds](#) is fun and you will probably enjoy [Glass Tower](#). [Real Racing](#) is fun if you are into cars.

Comms - [Skype](#), of course.

I am in the process of testing [PocketCloud](#) for remote access between the iPhone and PC desktop. (Update: no, too much time lag in screen updates to be useful and difficult to drive a mouse interface through a touch screen).

Productivity - Apple's [Numbers](#) app and [Pages](#) app.

There you have it Jon. Hope that's useful and please let me know about your own discoveries.

Cheers!

ND

This Month on YouTube

You have to watch this absolutely insane video of low-level flying by a [guy in a wingsuit](#). In case you are thinking of taking up this most dangerous of sports, be aware that the same man broke both legs earlier this year when he clipped a rock trying a similar stunt.



Certificate IV in Training and Assessment (TAE)

The new [Certificate IV in Training and Assessment](#) (TAE40110) becomes a compulsory qualification for anyone delivering accredited training after June 30, 2013. NDA offers this qualification through our classroom courses [Learning Design](#), [Training Delivery](#) and [Assessment](#). Being a specialised training company we like to think we do a reasonable job with this qualification.

"It was great to have so many practical activities to participate in."

AR, Diagnostic Services Pty Ltd

"It was really good doing the course at NDA and a pleasure dealing with the staff there who obviously enjoy the work that they do. The customer service standard shown by NDA (promptness of response to queries and client contact generally) was quite impressive."

CB, Transend Networks

This course will give you the accreditation and, just as important, the skills to train and assess people at the workplace - why would you go anywhere else for this qualification? **Call Chris on 1300 765 736 for more information about NDA's Certificate IV in Training and Assessment.**

Great Whites Back in Black

I read recently that a South Australian tourist boat is using music rather than offal to attract Great White sharks. Apparently the most successful piece is AC/DC's Back in Black.

So later the same day I'm working out to music in the back garden (don't knock it, exercising to music is supposed to reduce your chances of getting dementia). Now where was I, fishing, tourism, yes, exercise and music, so yes, and not wishing to attract any stray Great Whites I'm playing it safe listening to one of Bach's Brandenburg Concertos then, hey, within 30 seconds I had a Wood Pigeon and a pair of Wattle Birds for company. Not just idly passing the time of day but perched on a branch in rapt attention. When the Bach finished and another piece began (Allegri's Miserere) they lost interest and disappeared.

Further experimentation revealed that the Eurythmics (Sweet Dreams) sent the Wattle birds into a feeding frenzy and you don't want to know what The Who (Magic Bus) did to a couple of Blackbirds.

And while on the subject of birds, it was reported recently that the Tokyo Police were able to return a lost budgie to its rightful owner because the bird recited its address. Damn clever those birds - this one didn't just know where it lived but it could speak Japanese.

Upgrade Your Old Training and Assessment Qualification (TAA)

The Certificate IV in Training and Assessment (TAA40104) has been superseded by a new qualification - Certificate IV in Training and Assessment (TAE40110).

NDA can upgrade your old Certificate IV in TAA to the new Certificate IV in Training and Assessment (TAE40110) quickly and painlessly through an RPL process for only \$295 - [see here for details](#).

If you require further information call Chris on 1300 765 736 or email chris@nda.com.au.

Half-Day Tutorials for Qualification Units

Many people find returning to study and completing assignments an intimidating prospect - especially those without previous experience of higher education. To assist clients in completing Diploma qualifications, NDA now offers optional half-day tutorial sessions in Hobart and Launceston. Each session is aligned to a particular unit of a qualification and provided opportunities for clients to discuss the unit content with their assessor, network with other clients and complete assessment exercises. There is no charge for attendance.

We present tutorials in the most popular units at six monthly intervals and notify clients enrolled in those units by email. Tutorials scheduled for September are:

- BSBHRM503B Manage performance management systems, Launceston, 19 Sep (am)
- BSBHRM503B Manage performance management systems, Hobart, 12 Sep (pm)
- BSBADM503B Plan and manage conferences, Hobart, 13 Sep (am)

Hi Nigel,

I am studying my Diploma of Business Administration with NDA and it was great to attend the group tutorial session for this module. I really enjoyed the session and being able to share ideas with other participants. Also it was a great way of knowing what is expected as I sometimes read more into the questions than necessary and put off doing the assessment. Attending these sessions will be a great asset to clients completing their Diplomas through your company.

Kind regards

Chaylea Brasher

DHHS

20% Public Course Discount for Clients Studying Qualifications

For many years we have offered clients studying for qualifications free attendance at NDA public courses aligned with their qualifications. We now also offer a 20% discount for trainees on the cost of any other NDA public course. To obtain the discount just identify yourself as a trainee when you enrol.

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):

Hobart IT Courses

[Word Advanced](#) 21/25 Sep - \$480

[MYOB Advanced](#) 27 Sep - \$285

[PowerPoint](#) 27 Sep - \$240

[Office 2007/2010 Conversion](#) 3 Oct - \$185 **two for the price of one**

[Excel Basics](#) 4 Oct - \$240

[Excel Introductory](#) 4/5 Oct - \$480

[Publisher](#) 5 Oct - \$240 **two for the price of one**

[Excel Intermediate](#) 8/10 Oct - \$480

[Excel Advanced](#) 10/12 Oct - \$480

[Visio](#) 11 Oct - \$285

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

[Excel Introductory](#) 17/19 Oct - \$480

[MYOB Setup and Operation](#) 18/19 Oct - \$570

[Intro to PCs with Windows and Office](#) 22/24 Oct - \$480

[Word Advanced](#) 22/24 Oct - \$480

Hobart Business Skills Courses

[Time Management](#) 28 September - \$285

[Learning Design](#) 2/3 Oct - \$570

[Superior Customer Service](#) 2 Oct - \$285

[Business Writing Skills \(Basics\)](#) 15 Oct - \$285

[Business Writing Skills \(Advanced\)](#) 16 Oct - \$285

[OH&S in the Workplace](#) 23 Oct - \$285

[Training Delivery](#) 31 Oct/1 Nov - \$570

Launceston IT Courses

[Word Advanced](#) 21/25 Sep - \$480

[Designing Simple Websites](#) 1 Oct - \$285 **two for the price of one**

[Excel Introductory](#) 4/8 Oct - \$480

[Excel Intermediate](#) 8/10 Oct - \$480

[Microsoft Project](#) 8/9 Oct - \$480

[Excel Advanced](#) 10/12 Oct - \$480

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

[MYOB Setup and Operation](#) 17/18 Oct - \$480

[Word Intermediate](#) 18/22 Oct - \$480

[Intro to PCs with Windows and Office](#) 22/24 Oct - \$480

Launceston Business Skills Courses

[Training Delivery](#) 8/9 Oct - \$570

[OH&S in the Workplace](#) 23 Oct - \$285 **two for the price of one**

[Maintain Financial Records](#) 29 Oct - \$285

Devonport IT Courses

[Excel Basics](#) 4 Oct - \$240

[Excel Introductory](#) 4/8 Oct - \$480

[Excel Intermediate](#) 8/10 Oct - \$480

[Microsoft Project](#) 9/11 Oct - \$480

[Excel Advanced](#) 10/12 Oct - \$480 **two for the price of one**

Devonport Business Skills Courses

[Time Management](#) 28 September - \$285

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LAUNCESTON

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DEVONPORT

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