

NDA Training Tasmania – Est 1985



SWN & NDA Workforce Pathways Program: Building Tasmania's Workforce

- A Partnership between SWN Jobs Hub and NDA Training Tasmania -



FREE Microsoft Word & Excel TRAINING

FULLY FUNDED - Upskill with Confidence BSB30120 Certificate III in Business

The SWN & NDA Workforce Pathways Program has been designed to strengthen workplace readiness, administration capability, and digital confidence across Tasmania's workforce. The program incorporates practical employability skills, business administration training, workplace technology capability, and direct employer engagement to support real workforce outcomes.

Designed to support participants, the program delivers structured workforce development pathways that combine accredited training, digital capability, and practical workplace application.

Developed collaboratively with Jobs Hubs, employers, and industry stakeholders, the program creates practical and industry-aligned workforce solutions that respond directly to regional labor market demand and employer capability needs.

Who would this suit?

- Existing workers
- Administration pathway learners
- Local Government participants
- Employer-supported learners
- Individuals seeking digital administration capability
- Career changers, and emerging workforce talent

Why NDA?

- 1:1 tailored support and mentoring
- Study tutorials (optional)
- **Local flexible delivery:** 1 day per month face-to-face workshop at **SWN Jobs Hub**

Topics Covered

- IT Skills for Business
- Microsoft Word & Excel
- Team Building
- WHS
- Wellbeing
- Critical Thinking
- Communication
- Inclusive Work Practices
- Time Management
- Customer Service
- Business Writing
- Sustainability

Delivery

Our experienced trainers deliver practical, engaging workshops designed to strengthen real-world business, administration, and workplace capability. Through collaborative learning, workplace-focused activities, and practical digital skills development, participants build confidence, communication skills, operational capability, and the ability to contribute effectively in modern workplace environments.

Funding Available

The above training is **fully funded** for eligible Learners. Funding is available for eligible Learners through the Department of State Growth.

Program Dates

Dates Coming Soon

(1 Workshop every 3 Weeks)

To book your place or for more information, please contact NDA:

via email bookings@nda.com.au

via phone 03 6334 4910 or visit www.nda.com.au

RTO Code: 60034

