



**MESSAGE ..from
MANAGING
DIRECTOR /
PRINCIPAL**



I would like to congratulate Papua New Guinea (PNG) on its 35th independent. Papua New Guinea has come a long way in its development and we can see in the last 3 years a construction boom which signifies strong economic development.

Our family has lived in Port Moresby since 1978 and we have seen it grown from a small town to a city. We hope the whole country continues to grow and the people of Papua New Guinea all benefit in its rich resources.

I would like wish all the current students the best in their exams and for their future.

We would like to announce that we are in the process of setting up a Distance Education centre near Kokopo in East New Britain. We will keep you all updated on the progress.

I hope you all had a good independent celebrations and we would like to see you all back at ITI in the near future.

Senthil Kumaran Sentheyval
(Managing Director)

Copy of this newsletter issue can be accessed or downloaded from our Website: [http://: www.iti.ac.pg](http://www.iti.ac.pg)
Or Intranet: www.itionline.ac.pg

IFTDO grants membership to ITI



The International Federation of Training & Development Organisations (IFTDO) has granted International Training Institute membership to its organisation. IFTDO allows ITI to be recognised as part of the international networks of professionals with 500,000 members in 50 countries.

IFTDO was founded in Geneva, Switzerland in 1972 in order to develop and maintain a worldwide network committed to identify, develop and transfer knowledge, skills and technology to enhance personal growth, human performance, productivity and sustainable development. IFTDO mission is to promote the concept of HRD as an effective organizational tool across all sectors of society, in order to increase personal and organizational effectiveness and its vision is to be a unique and effective resource to the HRD profession working globally for the betterment of life.

- The organization focuses on three key result areas which include;
- involvement of members, increase global visibility and achieve & maintain financial stability. ITI as a member has the opportunity to;
 - Increase recognition as an internationally active organisation by using the IFTDO logo
 - Expand capabilities through exchanging strategies, techniques and technologies
 - Learn about important HR events and developments
 - Access world thinking and practices through the IFTDO global network, project and research
 - Shape state-of-the-art international development projects
 - Participate as delegates in the IFTDO conferences
 - Contribute articles in the quarterly IFTDO NEWS and website

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ITI sponsors Trukai Fun Run T-Shirts to Tokarara High

By *Toi Tau Vai*

The International Training Institute donated Trukai Fun Run "T" Shirts to Tokarara High School. The presentation was made at the Tokarara high school assembly hall on 11th August, 2010 by the Administration Manager Mr. Toi T Vai accompanied by Mr. Hale Boko and Naime Heni.

The assembly hall was fully packed by the Grade 9/10 students who witnessed the official presentation.

"I am privileged to stand in front of you representing International Training Institute to make an official presentation of the Trukai Fun Run "T" Shirts to your school as a token of a good gesture by the Institute for you to take part in the Fun Run event to be held on Sunday 22nd August, 2010", said Mr. Vai

Mr. Francis Rochus, the headmaster on behalf of the school thanked and convey appreciation to the Managing Director, Senior Management and Staff for the generous donation.



Norman Yawing and family at the Sir John Guise stadium on the fun run day. Picture by Norman Y.

Computer course for magistrates

News article extracted from *The National newspaper- Lae branch*

Senior principal magistrates throughout the country who were computer illiterate were given an introduction to the basics.

They did basic computing in Microsoft Word and Outlook programmes at the International Training Institute at Voco Point Campus, Lae Morobe province.

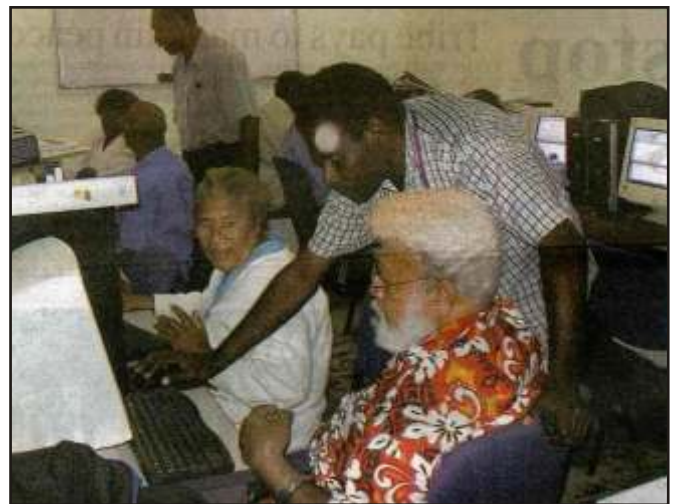
The knowledge would enable them to utilise the computer programmes in the laptops they were given in 2008, said Magisterial Service Training and Development team leader Elling Namean.

It was quite obvious that the 12 magistrates were more at home with a pen and a paper and some admitted they were clumsy with a computer.

Namean said the training was crucial to a magistrate's work but the time frame of one week couldn't allow for them to get into learning other basics programmes.

She said a lot of magistrates were computer illiterate, however, only principal magistrates were given priority to undertake the first induction course in Lae.

"Another two groups will follow suit to align themselves to cope with current trend of technology to serve the interest of justice," Namean said



Alotau senior provincial magistrate Steven Abisai being supervised by ITI Tutor Edward Omi. Picture by The National-Lae

NEW ITI STAFF MEMBERS

- | | |
|-----------------|-------------------------------|
| 1. Hitolo Garia | - Marketing Officer |
| 2. Henry Onno | - Corporate Marketing Officer |
| 3. Anna Sevese | - Admin Assistant/Reception |
| 4. Julian | - Admin Assistant/Reception |
| 5. Naime Heni | - Printery Assistant |

THE KARU PLEDGE.....

WE THE SOSO MEROROS OF GULF PROVINCE LIVING AROUND PNG, PLEDGE OURSELVES UNITED AS SIAPEAS.
WE PAY HOMAGE TO OUR POI (SAGO) AND IKOKA (FISH), THE SOURCE OF OUR SURVIVAL.

WE PLEDGE TO BUILD A KARU SOCIETY, BASED ON FERE, KOA AND THE DUSTY TRANS HIGHWAY.

WE PLEDGE TO STAND AS ONE KARU, ONE KERIKORA AND ONE OTI.
GOD BLESS ALL THE KARUS OUT THERE.....SHALAUWO, ATA SOA...

Corporate Training UPDATE

With *Pearrick Neimani*
Head of ITI Corporate Training



Welcome once again to ITI Corporate Training Out and About. In this issue of ITI's newsletter we would like to keep you informed of some of the developments that have taken place and also highlight some of the new clients that have come on board thus adding on to our list of clients.

ITI Corporate Training has got a new training lab installed with brand new computers that were bought recently. The monitors are flat panel screens. The system unit consists of dual operating system. One partition of each of the hard disk drives are installed with windows XP operating system running with 2003 and 2007 office suite. The other partition is installed with windows 7 operating system which is a version higher from windows vista operating system. All the machines are networked through wireless connections and have all the programs that are needed for running our courses apart from the programs that comes along with the operating system.

Secondly, A new client has come on board this



Participants of Crown Plaza and Holiday Inn with Gabriel Kaumb, Trainer: ITIPic by Hale Boko, Corporate

month with a very long list of participants who would be undergoing short course training in both business and IT short courses. This new client is Crown Plaza together with Holiday Inn and their associated hotel branches. Four training programs were already conducted for their staff. The training program will continue for the rest of the year and if not completed will continue into the coming year for the rest of the staff. The training conducted for them are both in Business and Microsoft Office Applications training programs. The participants who have completed their training have openly expressed their gratitude for attending such a training at ITI. They have learned so much and they feel that the skills acquired will greatly improve their work performance and efficiency. They further stated that in their report to their management, they would strongly recommend and solidify the decision to have the colleagues sent to ITI for Short course Training.

Participants from Department of Defence with J. Sevese, Trainer (2nd from left) and Mark Gogoi, Corporate Marketing (3rd from right) ITIPic by Hale Boko, Corporate



The Department of National Planning & Monitoring has sent another group of staff to do basic, intermediate and advance level of Microsoft Access 2007 which was completed last week. They have been a long time client and their training had commenced in the beginning of the year and has continued through out the year. The relationship that exist between ITI and the Department dates back to the year 2007 where we conducted their first training. It has been ongoing since then. They have been the only government department that has given us a very huge number of participants per training. The department of Defence at one stage has also given us a huge number of participants but not as high as the National Planning. Kwila Insurance is also one of our clients



that have been consistently sending in participants for training. They have been a long time client to ITI. They have been doing their training on Microsoft Office Applications and Business short courses. The business courses were Telephone Skills, Business

Writing, Basic Office Procedures, Presentation Skills, Quality Customer Service, Time Management, Leadership Management etc.

Their training for this year was just completed last month. In the last Month's training a group was sent to do Microsoft Excel 2007. They were very appreciative of the skills acquired in the training and have expressed to continue with other applications if their management could allow.



Participants from Kwila Insurance with Mark Gogoi, Corporate Marketing and John Jack Sevese, Trainer: ITIPic by Hale Boko, Corporate Training

Hugo canning at 14 mile has also sent in a participant to do Microsoft Word and Microsoft Excel 2003 for the very first time. The participant was able to complete the Basic and the intermediate level of the training program. The training was just done for hugo canning this month. She was very happy and excited to have attended the training at ITI. She further commented that she would be furnishing a report to her bosses to sent other staff to do their training at ITI in either business or information technology.

Cont..from pg3..

Hugo Canning company course participant receiving her certificate from trainer Pearrick Neimani

ITIPic by Hale Boko, Corporate Training



The way the courses were laid out and presented was very clear and helpful for people who lacked the skills and know-how.

NFA has also been a long time client with ITI. Whenever their staff needs their skills to be upgraded, they sent their staff to ITI for their training. National Fisheries Authority has therefore sent in a number of their staff to do Microsoft Access 2007. They have completed all levels of courses.

We hope you are all acquainted with this update and we will see you again in the next issue. You all have a great Independence Celebrations

Course participants from National Fisheries Authority (NFA) during their presentations. ITIPic by Hale Boko, Corporate Training



Success Story

FROM

OIL PALM PROVINCE KIMBE - WNB

“As a former ITI Distance Education student who graduated with a diploma in business majoring accounting in December 2009. I was most blessed, although with strict work commitments and at the same time looking after welfare of the family. Studying through Distance Learning is therefore a great challenge and no easy task.

“It gives me a great pleasure and therefore I would like to take this opportunity to thank every one at ITI especially the tireless ITI Distance Education staff who Had helped me very much in achieving a great success to my study. The training has really proved first class. It has increased considerably not only my ability but also my salary and other benefits. The training has also put me on the job market and even I have been offered to further my profession in the field of Accountancy in Tertiary Institutions in PNG and Australia”. Indeed I’ve been accepted to study Bachelor in Accounting & Sustainable Business (BASB) on campus at University of Southern Queensland (USQ) in February 2011.

ITI distance is absolutely perfect institution designed for anyone who really desires to improve their profession thus better his or her life. ITI is a deposit of gold worth a poor man's money. I highly recommend ITI to any interested friends who wishes to succeed in this competitive world.

Once again thanks a million times for getting me through and acquiring this prestigious diploma. Please convey my regards to all members of your staff and management at International Training Institute.

Hey! ITI ALWAYS THE BEST

Robert Siwi

Senior Accounts Clerk,
New Britain Palm Oil Limited, WNB.

DIB - Major Accounting, ITI Distance Education Graduate, 2009



STUDY BY DISTANCE

Here in East New Britain province.

no matter where you are,

Study at your own time and pace .

“Ideal for the working class who wish to study part-time.”

“Attention! The International Training Institute is offering the following programs through distance mode in EAST NEW BRITAIN province”

- Certificate in Business
- Certificate in Sales
- Certificate in Human Resource Management
- Diploma in Business majoring in Accounting
- Diploma in Business majoring in Marketing
- Diploma in Business majoring in Management

Contact: Oliver P. Stanley in ENBP, on Mobile: 7295 0131 or Fax: 320 0513 (POM) ATTN: Oliver Stanley. Address: PO Box, 47, Warangoi, ENB

Member of International Federation of Training and Development Organisation.

PNG Information & Communications Technology (ICT) & Innovation Fair

35 years after PNG gained independence in 1975, information and communications technology and innovation of business processes are what is driving this country forward.

If your business is in the ICT industry or is an innovative organisation, this is an opportunity not only to enhance your bottom line and brand, but also to showcase your contribution towards the development of Papua New Guinea.

For those firms in the ICT industry, November is a busy period for business and a time for Christmas Specials - launch your Christmas Specials at this fair.

For those wanting to buy that special gift for that someone special, this fair will provide that opportunity for you at this on-stop mega ICT shop over two days. Pencil in the days over which the fair will be held in your diary.

Dates: Friday 5th November and Saturday 6th November 2010
 Time: 9:00 am to 4:00 pm
 Venue: UPNG Drill Hall

For more information contact:

Phone: 342 7511
 Email: pngtime@gmail.com

Mobile: 7694 7531 or 7285 3124
 Website: www.pngtime.com

Stop n' Shop & Hardware Haus



NOW @ BADILI OPPOSITE
 ITI POM CAMPUS...

IT / Business **tips&tricks**

Saving

The secret to successful saving is simple. Start now.

Put away a small amount each pay. Set up an automatic deduction so you don't have to think about it. Put the money into an account that pays interest. Follow these steps, get the saving habit and you will soon see the pay-off. You'll see the benefits of compound interest as you watch your bank balance grow.

- > Why save?
- > What is compound interest?
- > How to get started
- > Where to save
- > Other investment products
- > What to look for in an account

As your savings grow you'll find you won't have to reach for your credit card so often. And, if you stick at it, you may achieve more substantial goals, such as having a deposit on a house.

The bottom line

- > Saving for big expenses instead of using a credit card pays off twice you earn interest on your savings and you don't pay interest on the card.
- > Have a small amount deducted from your pay directed to a savings account. Your savings will grow automatically and you won't have to do a thing.

Why save?

In the short-term, having savings frees you from the stress of living from one payday to the next. Having some money set aside helps you deal with large bills or unexpected expenses. If you use your savings rather than borrowing the money, you won't have to worry about repaying the debt with interest later on. Not only will you avoid paying interest, your savings account will be earning interest for you. As your savings build you will be able to think beyond day-to-day expenses and pay for larger things, like a holiday, a new computer or a car, without going into debt. In the medium-term, you can save larger amounts for things like a deposit on a house. And in the long-term, you can aim to have enough money saved to give you more choices when you retire. If you go down this path, you may want to think about putting your savings into investments that will grow your wealth.

What is compound interest?

Most bank, building society and credit union accounts pay interest. You might be tempted to spend your interest payments when you get them. But if you leave them in your account, you will earn interest on the interest payments as well as on the money you put away. This is called compound interest. It will give your savings an extra boost, so long as you resist the temptation to dip into them too often. You can find calculators on the internet that demonstrate the power of compound interest. They can help you decide how much you need to save regularly to reach a set target and how long it will take to get there.

Make it happen

- > Compound interest really pays off when you are saving for something you want in a few years, like a house deposit.
- > Set yourself a goal, set up an automatic deduction from your pay, sit back and watch your savings grow.

How to get started

Decide how much you want to save and choose an account to put it in. You can start saving now even if you haven't had time to work out a budget. Just pick a small amount to set aside each pay day. Some people choose a set percentage of their pay - say 5% or 10%. Others save a standard amount such as \$20 or \$50. It doesn't matter if you start small. The aim is to get into the saving habit now. Ask your employer or your bank, building society or credit union to put this money automatically into your savings account each pay. This takes the work out of saving as you won't have to remember to put the money away. When you get used to saving a small amount regularly, you can look at your expenses to see if you can afford to save more. A budget can help you do this. Think about planning your saving. Aim for specific goals. In the early days, keep your plans simple. For example, you might plan to have enough saved to cover big bills you get every quarter. Or you could plan to save enough over the year to Pay for a holiday. Use a budget To help you plan.



Where to save

Talk to your bank, building society or credit union about the accounts they offer. Typical savings products include savings accounts, special purpose accounts and term deposit accounts.

Savings accounts

- > let you take money out when you want (may be subject to daily limits)
- > interest rates may vary (e.g. some accounts pay very low interest, while some online savings accounts pay relatively high rates)
- > may offer benefits (e.g. higher interest, reduced fees) if the balance stays above a minimum amount
- > day-to-day or transaction accounts can be started with an opening deposit as little as \$1
- > cash management accounts can require an opening deposit of a few thousand dollars but usually pay higher interest
- > can be useful for day-to-day transactions and short-term saving (e.g. for bills)

Special purpose savings accounts

- > offer incentives to save (e.g. higher interest if regular deposits are made or no money is withdrawn in a particular period)
- > may be designed to help meet particular goals (e.g. Christmas Club account)

Term deposit accounts

- > you can't take money out until the end of the term which can range from 30 days to 5 years
- > higher interest rates than transaction accounts and the rate is fixed for the duration of the term
- > can be useful if you've saved a few thousand dollars that you want to keep for a future goal - a term deposit account will prevent you dipping into the money sooner than you had planned and will pay more interest than a savings account

Other investment products

There are a lot of investment products to choose from. Savings can be invested in the share market, managed funds, property, bonds and debentures. You can also decide to make extra payments into your superannuation. There are several questions to think about before you decide which investments might be best for you.

- > How much money do you want to invest?
- > Do you want your money to grow or to give you an income or both?
- > Do you want to get your money out easily or are you happy to put it away for a few years?
- > What level of risk are you comfortable with?

What to look for in an account

When you are looking for the right account to use for your savings, the key features to compare are:

- > the interest you'll earn
- > how long you commit your money for and how easy it will be to access
- > what fees and charges you will pay

You need to work out which account best meets your needs. For example, if you save to cover large bills during the year, you need ready access to your money so a transaction account or a cash management account might be a good choice. If you've saved enough for a house deposit but haven't found the one you want to buy, a term deposit account might be more suited to your needs.

Fees can vary significantly between account types and institutions. Three common types are account keeping fees, transaction fees and one-off charges.

- > account keeping fees (sometimes called account servicing fees) are usually charged on a flat rate per month and allow you a number of free transactions before fees apply
- > transaction fees are typically charged for ATM use, online banking transactions, EFTPOS or BPAY
- > one-off charges usually apply to things like requesting a statement or dishonoured cheques.

It pays to shop around and compare features, interest rates, fees and charges. You may find it useful to have more than one type of account. For example, most of your pay could go into a savings account for day-to-day expenses and small bills while the rest goes into a special purpose savings account for your annual holiday.

Reflections with Tommy's Window

Love always finds a way!



It's your choice.

You are the one who is ultimately responsible for your life.

You are the one who must ensure that your life is heading in the right direction.

You're the one who must make the right choices that will lead your life to the right places.

You're the one who must see to it that good fruit is growing on the tree of your life.

Because of this, you will want to be sure that you have personal faith and conviction for every decision that you make.

The Power to Choose

Everyday we make so many choices, one after the other after the other. All those choices put together equal our lives. The quality of our lives doesn't just appear like magic (abracadabra ... quality of life ... voila!). The magic is in making good choices. But not only that, it's in realizing that we have the power to shape what our lives become. Will they be full of passion, enthusiasm and joy, in spite of the bad stuff that comes our way? Will we take advantage of opportunities and progress, even if our means and finances are limited?

Look at your life. Your choices make it what it is. That's a pretty amazing concept, but it's true. Go ahead, admit it. You have chosen to be who you are and live as you live; you determine how circumstances affect you. Admit That It's Your Choice



From time to time, most of us fall into the trap of believing that our circumstances are entirely beyond our control. Taking responsibility for your choices, however, takes you out of any "poor me" thinking and into an empowering, "I'm in charge of my own life" mindset.

Contrary to popular opinion, God does not usually choose for us!-We have to choose for ourselves, find His will for ourselves, seek Him diligently to know His will, and to know what is best for us and others through our knowledge of His Word and personal experience. This is why He put us here; this is what we're here to learn, and the major part of our training: how to make the right decisions through our personal contact with Him, our knowledge of His Word and His will, and our love for Him and others. We must do what we know is right, and be willing to live and to die for what we know is the truth!

No Excuses

Memorize this concept: Great achievers create goals; underachievers create excuses.

Rationalizations and excuses are tiny lies people tell others and themselves. Excuses are a tool for reassigning blame for your failures, shortcomings or lackluster performance. Take responsibility for your life, time and work. Don't lie to yourself, your family or your spiritual core.

If we accept that our own choices have brought us to the point we're at today, then we won't blame others or our circumstances for difficulties or hardships. We'll take responsibility for our lives, and quit excusing ourselves.



This can be a difficult strategy to embrace. Yet if you can embrace it, your life can change. You will begin to feel more empowered, less victimized, and as if you have more control of your life. Not a bad set of rewards for a simple admission of the truth.

EVENTS & NOTICES

your Quest for a career starts here.

ITI October intake 2010
certificate & diploma program
areas include :

- Business
- Sales
- Accounting
- Marketing
- Information Systems
- Internet Technology
- Corporate Training (Short courses)
- Distance Education
- Computing
- HR Management
- Management
- Business & Computing
- Networking

ON COMPLETION OF ITI DIPLOMA, STUDENTS ARE ELIGIBLE TO GET
CREDITS INTO UNIVERSITY OF SOUTHERN QUEENSLAND (USQ) AUSTRALIA
DEGREE PROGRAMS IN BUSINESS & INFORMATION TECHNOLOGY.

**Commencing : LAE Campus - 04/10/2010 and POM
campus - 27/09/2010 - REGISTRATION STILL OPEN**

**..start your Quest today !
Call 320 2800 or 472 2790.**



ITI POM - NTC Reg. 009
ITI LAE - NTC Reg. 074

A member of..



IFTDO
International Federation
of Training & Development
Organization

Registered under the..



National Training
Council

APPLICATION TO GRADUATE

*Ensure that you complete
in full the Application to
Graduate form and
return to the Registrar's
Office.*

*Collect the application
form from the
administration reception
or the Registrar's Office.
The graduation list will
be confirmed on the
submitted Applications to
Graduate. Applications
must be strictly received
by the Office of the
Registrar only.*

GRADUATION DATES

> **LAE CAMPUS -
19 NOVEMBER 2010**

> **POM CAMPUS -
26 NOVEMBER 2010**

ATTENTION! ALL GRADUATING STUDENTS

Dates to confirm your graduation details;

- ITI LAE - 11th November, 2010
- ITI POM - 18th November, 2010

**NO QUERIES WILL BE ENTERTAINED
AFTER THIS DATES**

The Newsletter Team - Issue 8

> K. Sutharshan > Wagga Mairu > Sarufa Lohia
> Kenneth Bart

Stories & Contributions:

> Pearrick Neimani - ITI Corporate Training
> Tolana Lohia - ITI Printery
> Toi Vai - ITI Admin. Manager
> Norman Yawing - ITI Admin
> Bagelo Gojobu - Distance Education
> Robert Siwi - NBPOL, Kimbe, WNB
> Brian & Martha from Tommy's Windows
> The National newspaper, Lae

Layout: Wagga M. Bomena

IMPORTANT DATES

ADVANCED DIPLOMA MID- EXAMS -- 04 - 08 Oct. 2010
DIT FINAL EXAMS -- 11 - 15 Oct. 2010
OCTOBER SEMESTER 3 MID-EXAMS -- 01 - 05 Nov. 2010
ITI LAE CAMPUS GRADUATION DAY -- 19 Nov. 2010
ITI POM CAMPUS GRADUATION DAY -- 26 Nov. 2010
ADVANCED DIPLOMA S2 FINAL EXAM -- 29 Nov. - 03 Dec. 2010
OCTOBER SEMESTER 3 FINAL-EXAMS -- 13 - 17 Dec. 2010

ITI DISTANCE EDUCATION CENTRE COMING SOON TO RABAU, ENB

If you have any: > news > happenings > notices > jokes > stories > success stories > adverts >....etc

And would want to be in the next issue, please don't hesitate to contact us @ the publications & information division on 320 2800 ext 121