

ITI News



OFFICIAL NEWSLETTER of the INTERNATIONAL TRAINING INSTITUTE

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MESSAGE from the Managing Director



Mr. Kumaran Sentheyyal

We have had a good year this year with more students enrolling than last year. We have had two new appointments in that being Jennifer Mbabazi , who comes from Uganda, the new Manageress for Human Resource and Register's Department and also Semi Rose Serrano who comes from Philippines, the new Manageress for Marketing and Corporate Services.

This year, we are in the process of developing the new Human Resource department following the guidelines of the Commission of Higher Education. With this development we hope to have a more comprehensive Human Resource Policy for the institute.

Currently the ITI curriculum committee is progressing well. We also included another external auditor, Ceil Goldstein, who currently employed with Team Cymru Inc as Training Practice Manager and a former Information Technology lecturer at Queensland University of Technology.

ITI Vision is also going through redesign to cater for the changes in 2012 and beyond. This will improve the way we process application and payment system.

ITI will be opening a new book shop in the coming months. This is to cater for students who are interested in purchasing books.

I would like to wish those of you who are doing their final exam good luck. We would also like to welcome the new students for October

ITI RABAUL DONATES K3000 WORTH OF OFFICIAL UNIFORMS FOR SCHOOL CARNIVAL

East New Britain Provincial High School Sports Carnival was the proud recipient of official uniforms worth K3000 from ITI Rabaul Centre for the annual sports carnival. We were jubilant because our centre turned one year old during our presentation of the uniforms on the 02 July 2011 which was great news for us.

International Training Institute became the major sponsor of the carnival. Many thanks to our hardworking staff for having sleepless nights on the eve before the carnival, printing the 130 official uniforms which became the main admiration during the carnival.

Our Institution was honored to present the awards and made an open marketing drive to all our participating Schools. Our marketing drive at the national and provincial level have captured applicants with bachelor of education awards, diploma in education and human Resource managers of respective companies and hotels tendering their applications for enhancement and profession proficiency. Very challenging and great news for the Institution as a distance mode centre.



Pic 1; The ITI Rabaul Distance Centre Co-ordinator, Mr. Oliver Stanley presenting the best athlete award to one of the athlete. Pic 2; Chatting with one of the official

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Website: www.iti.ac.pg or
Intranet: www.itionline.com

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Extracted story by Gomore Godua from People's Noticeboard. ITIPic. by Charles Paranda

Musa Soccer club have given back their spoils from the NCD Public Servant Soccer competition to their sponsor International Training Institute (ITI) recently after they won the cup in division one.

Club has been sponsored by the Institute since year 2007 and they have good relationship between them. Musa soccer club has two teams man anc women's teams competing the in the competition and have performed well during this season.

The presentation of cup which was won by the man's competing in the division one category shows their appreciation to International Training Institution. Team manager Jonah Rifu, commanded ITI for the support they have given to the club over the years which involves youths from Oro living around ATS area having engaged them in sports.

This he said will keep the youths away from home brew and other illicit activities and live a positive life and contribute meaningfully in the community. ITI Marketing rep Kalau Marai, was a happy man when receiving the shield from Musa man's soccer club, stating this forges another milestone in the relationship between the club and the organization. He stated that ITI recognizes talents of the youths taking part in sports also give them the opportunity to excel in life.

ITI Supports Soccer and Cricket in NCD

Meanwhile, ITI has again continued sponsoring development of code of cricket when it sponsored the Port Moresby Cricket Association for season 2011 to 2012 with a massive backing of K10,000. International training institution has been in partnership with Pom cricket for a number of years. The competition which is said to start from the first weekend of October will see clubs compet-ing in the Pom cricket battle put to task their eyes for this season's crown. The sponsorship will increase to K25,000 next year 2012.



Pic 1: Mr Kalau Marai recieving the Trophy from a Musa soccer club rep.

Pic 2: Musa Soccer Club members posing for a group photo.

Pic 3: Mr. John Vada from POM Cricket Association receiving the sponsorship package from Mr. Kumaran Senthayval.

THOUGHTS TO REFLECT

If life happens to deliver a situation which you cannot handle, let God handle it - God will provide a way out.

If you find yourself stuck in the traffic; don't despair, there are people in this world to whom driving is an unheard privilege.

Should you have a bad day at work, think of the man who has been out of work for years.

Should you despair over a relationship that has gone bad, think of the person who has never known what it is like to love and be loved in return.

Should you find yourself at the loss and pondering about what life is all about, start asking "what is my purpose?" Be thankful there are those who did not live long enough to get the opportunity.

God works in mysterious ways. If things don't go your way, remember there is a purpose to everything that happens in life - nothing comes to pass without Gods consent.

SO KEEP SMILING

NEWS FLASH

from RAADAZ

ITI ENB DISTANCE CENTRE, WARANGOI

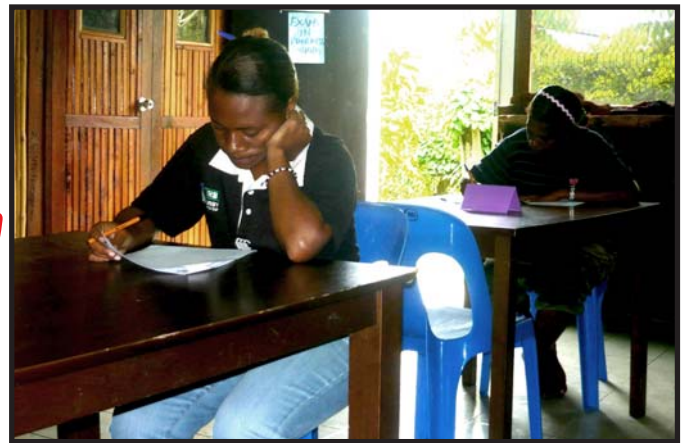
By Mark Uraliu, ENB Distance Centre

The IT Department of the Distance Centre was formerly in existence when I was engaged as the IT Support Personal of the Centre on the 8/11/10 just a week after the second visit to the centre by the Managing Director.

The certain task of the Department is to make sure that the student and the admin computers are functioning well and keep inventory records of the items that belong to the Centre. Since, the department is not so complicated I was also assigned to do marketing through creating flyers and putting them up on public notice boards, programming a spot advertisement jingle using musical software which was on air through the Radio East New Britain FM Band. The Department also engaged a sign writer to construct our signboard and printed T-Shirts that the official use during the inter high school carnival with the institution logo on. We do not only engaged the sign writer but we actually help out in the construction and printing out of the items.

Apart from this entire task I actually carried out Tutorial Lessons to student on computing courses and also provided the students with resourceful materials for their assignments. Maintenance of the computers is one of the main tasks which I have been involved in since we have been experiencing computer crashes due to virus attacks and power interruptions since our stand by generator is sometimes not very reliable.

Apart from all this, the department is very please to say that we are now accessing the internet very efficiently through our Digicel modem although our location is not convenient geographically . Thanks to Digicel PNG for providing the service.



One of the student sitting for her final examination.
ITIPic by Mark Uraliu.

CENTRE'S INNOVATIVE & DEVELOPMENT

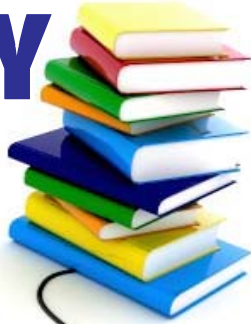
From day one of the centre's future, our designated name was Rabaul Distance Centre. This did not sound well with the people cause this centre's location is in the Sinivit Local Level Government of the Pomio District. Many thanks goes to the ITI MD after some serious thinking renamed this centre to ITI ENB Distance Centre which was declared on the 01 November 2010.

The conversion and innovation of the members bar to an ideal learning place brings smiles from the Property's Management and ITI, when we witnessed the Batch 1 & 2 students doing their final examination in the month of August 2011 at this great location.



Pic 1: Mr Mark Uraliu, IT Officer & Marketing Co-ordinator at his work station
Pic 2: Computer lab for ENB distance students
Pic 3: Signboard at the front gate which leads to the distance centre.
Pic 4-6: Students sitting for their final exams

LIBRARY UPDATE



LIBRARY TRAINING & DEVELOPMENT

The ITI Management has sponsored the Librarian,

Ms. Margaret Tika to attend a school library course at Pacific Adventist University on the 18th - 19th of July, 2011.

The course was specially design to learn the Basics of Library Skills and Cataloguing of library books.

This course was attended by different schools and institutions within the capital and the around the country.

The facilitators were very proud of the number of participants who attended the course. The course was conducted by the Head of PAU Library, Dr. Julian, The Administrator and IT Librarian - Leon Hoods.

If you need any assistants regarding the usage of the ITI Library, please do not hesitate to see Ms. Margaret Tika - Librarian, who is in-charge of the overall operation of the Library, and does other duties as requested by the ITI Management, Mr. Iru Uau - Assistant Librarian, in-charge of the students photocopying machine and the Library attendance, and also assist in other areas of responsibilities and Ms. Ruby Tiale - Bookshop Supervisor who will be taking care of the bookshop. She is currently relieving a staff in the distance education department for 3months.



Students busy doing research and studying in the library.
ITI pic by Margaret Tika

Success Story FROM THE STAR MOUNTAINS

I Japeth Douglas at the age of 23 from Telefomin, Sandaun Province hereby jot in my brief success story where I came to be at this stage now.

I graduated with my Year 10 Certificate in 2005 and hope that I would be given an opportunity to continue to Higher School. In 2006, I took up Matriculation Studies at Star Mountains Community Learning Centre here

in Tabubil but I was not really serious with my studies therefore in 2007, I attended St.Paul's Secretarial College in Mt.Hagen and happily graduated with Certificate in Secretarial Studies. Later, I came home looking for job opportunity for almost nine (9) months that I will enhance my skills on what I've learnt. In July 2008, I was luckily given job with Star Hr Limited and was so merry today.

While, still attached with Star HR Limited I built up my career and my eager in Schooling never stopped me. I got a browser for the International Training Institute from my work mate and enquired for an application and managed to receive Distance Application form in order to take up Certificate in Business Studies via Correspondence (Distance Mode) for Six (6) months in 2009 which I succeeded. As the time went by, my enthusiastic in learning and achieving higher level was high so I still continued with my Business Studies Majoring Management and eventually succeeded, though it was a hectic and busy year working and schooling at the same time but luckily with the assistance from ITI officers I managed to graduate with Diploma in Business majoring Management early this year. With the weight of my Diploma Certificate now am undergoing PAD Training under Ok Tedi Mining Limited Traineeship Program .My future plan is to continue till I reach the top of the mountain.

Therefore, my advice to the unfortunate ones that never start degrading yourself. There are ways out for you that remain open at the International Training Institute which is the best school in terms of education they provide with best school materials, very kind, helpful, dedicated, encouraging lecturers and officers who Can help you to achieve your objectives.

Thank you.
Japeth DOUGLAS
(Graduant)



SIKA CONDUCTS FIRE SAFETY DRILLS AT ITI POM CAMPUS



On the 08th October, 2011, from 9am to 12pm a team of fire safety specialist from Sika Fire Protection were on-site at ITI POM campus to conduct training on fire safety rules and methods in preventing them.

Different procedures and equipments were used at the training such as fire extinguishers, fire proof blankets and safety drills in exiting when there is fire etc.

The training were conducted by Willie Hitolo and the GM of Sika Fire Protection. The GM was very pleased to see for the first time that children were also present at the training. The children were given the opportunity to handle the equipments and go through the drills that were instructed with guidance from the fire specialist.

Other business houses within the compound who attended the training were Conxion, Allcom, Douglas Environmental Services and Raku 37.

The training turned out be a interesting and a successful one which everyone participated in handling the fire equipments and also questions were asked and answered all throughout the training session.

The training was organised by ITI Administration Officer, Joyce Lelesi in collaboration with Willie Hitolo from Sika Fire Protection.



Pic 1 & 2 : Fire Safety trainer and the Sika Fire Protection General Manager answering questions from the participants

Pic 3: The Sika GM guiding one of the little girl how to use the CO₂ extinguisher

Pic 4: Trainer demonstrating how to use a fire proof blanket

Pic 5: Mr. Heni from ITI printery trying out the CO₂ extinguisher

Pic 6: Participants from Conxion & ITI trying out the different types of extinguishers

ITIpic by Wagga



Fire Safety Facts

Each year, more and more people die in fires, more are injured and more than 100 firefighters are killed while on duty. Eighty three percent of all civilian fire deaths occurred in residences. Many of these fires could have been prevented.

Cooking is the third leading cause of fire deaths and the leading cause of injury among people aged 65 and older.

Direct loss due to fires is estimated at nearly \$8.6 billion annually. Intentionally set structure fires resulted in an estimated \$664 million in property damage. In order to protect yourself, it is important to understand the basic characteristics of fire.

- **Fire is FAST.** In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.
- **Fire is DARK.** Fire produces gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three- to- one ratio.
- **Fire is HOT.** Heat and smoke from fire can be more dangerous than the flames. Inhaling the superhot air can sear your lungs.

Fire Prevention Tips

BEFORE A FIRE

The following are things you can do to protect yourself, your family, and your property in the event of a fire:

SMOKE ALARMS AND CARBON MONOXIDE DETECTORS

- ◆ Install smoke alarms. Properly working smoke alarms decrease your chances of dying in a fire by half.
- ◆ Place smoke alarms on every level of your residence, including the basement.
- ◆ Install a working carbon monoxide detector in the common area of the bedrooms.
- ◆ Test and clean smoke alarms once a month and replace batteries at least once a year. Replace smoke alarms once every 10 years.

COOKING SAFETY

- ◆ Never leave cooking unattended.
- ◆ Always wear short or tight-fitting sleeves when you cook.
- ◆ Keep towels, pot holders and curtains away from flames
- ◆ Never use the range or oven to heat your home.

ESCAPING THE FIRE

- ◆ Have an escape plan. Review escape routes with your family.
- ◆ Make sure windows are not nailed or painted shut.
- ◆ Teach family members to stay low to the floor, where the air is safer, when escaping from a fire.
- ◆ In high-rise, never lock fire exits or doorways, halls or stairways. Never prop stairway or other fire doors open.

HEATING SOURCE

- ◆ Place space heaters at least three feet away from flammable/combustible materials.
- ◆ Use only the type of fuel designated for your space heater.

MATCHES/LIGHTERS AND SMOKING

- ◆ Keep matches/lighters away from children.
- ◆ Never smoke in bed or when drowsy or medicated.
- ◆ If you must smoke, do it responsibly.

ELECTRICAL WIRING

- ◆ Inspect extension cords for frayed or exposed wires or loose plugs
- ◆ Make sure outlets have cover plates and no exposed wiring.
- ◆ Make sure wiring does not run under rugs, over nails, or across high traffic areas.
- ◆ Do not overload extension cords or outlets.

ASK THE FIRE DEPARTMENT TO INSPECT YOUR HOME FOR FIRE SAFETY AND PREVENTION

DURING A FIRE

If your clothes catch on fire, you should:

- ◆ Stop, drop, and roll until the fire is extinguished.

DO NOT PANIC

- ◆ Do not assume someone else already called the fire department get out of the house then call the Fire Department.

ESCAPE A FIRE

- ◆ Check closed doors with the back of your hand to feel for heat before you open them.
- ◆ If the door is **hot** do not open it. Find a second way out, such as a window. If you cannot escape through a window, hang a white sheet outside the window to alert firefighters to your presence.
- ◆ Stuff the cracks around the door with towels, rags, bedding or tape and cover vents to keep smoke out.
- ◆ If there is a phone in the room where you are trapped, call the fire department again and tell them exactly where you are.
- ◆ If the door is cold slowly open it and ensure that fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door and use another escape route.
- ◆ If clear, leave immediately and close the door behind you. Be prepared to crawl.

AFTER A FIRE

- ◆ Once you are out of the building, **STAY OUT!** Do not go back inside for any reason.
- ◆ If you are with a burn victim or are a burn victim yourself call 911, cool and cover your burns until emergency units arrive.
- ◆ If you are a tenant contact the landlord.
- ◆ Tell the fire department if you know of anyone trapped in the building.
- ◆ Only enter when the fire department tells you it is safe to do so.

FIRE SAFETY IS YOUR PERSONAL RESPONSIBILITY...FIRE STOPS WITH YOU!





Pubs raunraun

777 in pictorial....

Marketing Updates from RAINY LAE campus

The Lae marketing team members Paul Yama and Albert Watin based in Lae had a week trip up to the highlands region to conduct promotions and marketing on academic programs offered by ITI.

The team visited schools and institutions such as Porgera High School, Sir Tei Abal Secondary School, Pausa Secondary School, Togoba High School, Hagen Park Secondary School, Hagen Secondary, Tambul High School, Yawe Moses Secondary School and Kundiawa Dei High School to name a few. They conducted seminars to students and teachers. Apart from schools visited they also visited business houses, mining towns ships and public places as well.

“ We got a lot of feedbacks from the general public including the teachers and principals of each schools we visited” said Mr Yama.

After the highlands zone visit, Mr Yama and the Director of Studies, IT, Marketing & Distance, Mr. Nadarajah (Rathan) made another visit to Tabubil and Kuinga in the Western Province.

The team visited Tabubil and Kuinga secondary schools respectively and conducted seminars with the students and teachers. The principles of both schools were so pleased with the team.

They also visited Mr. Morris Nandun, the Community Education & Training team leader and discussed future sponsorship and distance study center arrangements in Tabubil.

The trip to the Highlands, Kuinga and Tabubil was a succes and hopefully more students will come from those areas visited.



Pic 1: Mr Yama and the Pricle talking to the students.



Pic 2: Mr. Rathan & Mr. Yama posing for a photo shot.



Brothers in Arms...Mr. K Puli, Mr. Bulda & Mr. Mai



Sisters in Arms...Manu & Diana



Ruby Tiale doing the Raba Dab Style



Students awaiting their turn for interview with Paul Paraka Lawyers



Students having a break...at the carpark



Talitha Judas doing her project research with the distance centre.



One of the student in a interview session with the interviewer from Paraka Lawyers



Mr. Kumaran Senthayval presenting Fun-Run t-shirts to the principle of Ela Murray International School



Bridgette Seseve, ITI Distance Education student from Newcrest Mining using the computers in the lab @ POM campus



Students very busy studying and researching in the library



Mr. Vivian Edward, posing for the camera while attending a fire safety drills conducted by Sika Fire Protection.



A student from Rabaul attempting her final exam @ the ITI ENB Distance Centre, Warangoi, ENB.

IT / Business **tips&tricks**

WRITING EFFECTIVE EMAIL - TOP 10 TIPS



1. Write a meaningful subject line.
2. Keep the message focused.
3. Avoid attachments.
4. Identify yourself clearly.
5. Be kind — don't flame.
6. Proofread.
7. Don't assume privacy.
8. Distinguish between formal and informal situations.
9. Respond Promptly.
10. Show Respect and Restraint.

1. Write a meaningful subject line.

People who get a lot of email scan the subject line in order to decide whether to open, forward, file, or trash a message. If your subject line is vague — or even worse, if it's blank — you have missed your first opportunity to inform or persuade your reader. Remember — your message is not the only one in your recipient's mailbox. Before you hit "send," take a moment to write a subject line that accurately describes the content.

2. Keep the message focused.

Often recipients only read partway through a long message, hit "reply" as soon as they have something to contribute, and forget to keep reading. This is part of human nature.

If your e-mail contains multiple messages that are only loosely related, in order to avoid the risk that your reader will reply only to the first item that grabs his or her fancy, you could number your points to ensure they are all read (adding an introductory line that states how many parts there are to the message). If the points are substantial enough, split them up into separate messages so your recipient can delete, respond, file, or forward each item individually. Keep your message readable;

- > Use standard capitalization and spelling
- > Skip lines between paragraphs.
- > Avoid fancy typefaces
- > Use standard capitalization

3. Avoid attachments.

Rather than attaching a file that your reader will have to download and open in a separate program, you will probably get faster results if you just copy-paste the most important part of the document into the body of your message.

If your recipient actually needs to view the full file in order to edit or archive it, then of course sending an attachment is appropriate.

4. Identify yourself clearly.

When contacting someone cold, always include your name, occupation, and any other important identification information in the first few sentences. If you are following up on a face-to-face contact, you might appear too timid if you assume your recipient doesn't remember you; but you can drop casual hints to jog their memory.

5. Be kind. Don't flame.

Think before you click "Send."

If you find yourself writing in anger, save a draft, go get a cup of coffee, and imagine that tomorrow morning someone has taped your e-mail outside your door. Would your associates and friends be shocked by your language or attitude? Or would they be impressed by how you kept your cool, how you ignored the bait when your correspondent stooped to personal attacks, and how you carefully explained your position (or admitted your error, or asked for a reconsideration, etc.). Don't pour gasoline on a fire without carefully weighing the consequences. Will you have to work with this person for the rest of the semester? Do you want a copy of your bitter screed to surface years from now, when you want a letter of recommendation or you're up for promotion?

6. Proofread.

If you are asking someone else to do work for you, take the time to **make your message look professional.**

While your spell checker won't catch every mistake, at the very least it will catch a few typos. If you are sending a message that will be read by someone higher up on the chain of command (a superior or professor, for instance), or if you're about to mass-mail dozens or thousands of people, take an extra minute or two before you hit "send". Show a draft to a close associate, in order to see whether it actually makes sense.

7. Don't assume privacy.

Unless you are Donald Trump, praise in public, and criticize in private. Don't send anything over e-mail that you wouldn't want posted — with your name attached — in the break room. E-mail is not secure. Just as random pedestrians could easily reach into your mailbox and intercept the envelopes that you send and receive through the post office, a curious hacker, a malicious criminal, or the FBI can easily intercept your e-mail. In some companies, the e-mail administrator has the ability to read any and all e-mail messages (and may fire you if you write anything inappropriate).

8. Distinguish between formal and informal situations.

When you are writing to a friend or a close colleague, it is OK to use "smilies" :-), abbreviations (IIRC for "if I recall correctly", LOL for "laughing out loud," etc.) and nonstandard punctuation and spelling (like that found in instant messaging or chat rooms). These linguistic shortcuts are generally signs of friendly intimacy, like sharing cold pizza with a family friend. If you tried to share that same cold pizza with a first date, or a visiting dignitary, you would give off the impression that you did not really care about the meeting. By the same token, don't use informal language when your reader expects a more formal approach. Always know the situation, and write accordingly.

9. Respond Promptly.

If you want to appear professional and courteous, make yourself available to your online correspondents. Even if your reply is, "Sorry, I'm too busy to help you now," at least your correspondent won't be waiting in vain for your reply.

10. Show Respect and Restraint

Many a flame war has been started by someone who hit "reply all" instead of "reply." While most people know that e-mail is not private, it is good form to ask the sender before forwarding a personal message. If someone e-mails you a request, it is perfectly acceptable to forward the request to a person who can help — but forwarding a message in order to ridicule the sender is tacky.

Use BCC instead of CC when sending sensitive information to large groups. (For example, a professor sending a bulk message to students who are in danger of failing, or an employer telling unsuccessful applicants that a position is no longer open.) The name of everyone in the CC list goes out with the message, but the names of people on the BCC list ("blind carbon copy") are hidden. Put your own name in the "To" box if your mail editor doesn't like the blank space. Be tolerant of other people's etiquette blunders. If you think you've been insulted, quote the line back to your sender and add a neutral comment such as, "I'm not sure how to interpret this... could you elaborate?"



Reflections with Tommy's Window

Love always finds a way!



*The World provides enough for every man's
need but not for every man's greed.*

--M. Gandhi

*Birds build their nests, rear their young, & make their annual flights to other climes.
But so far as is known, no bird ever tried to build more nests than its neighbours;
& no fox ever fretted because he had only one hole in the Earth in which to hide;
& no squirrel ever died in anxiety lest he should not lay up enough nuts for two
winters instead of one;
& no dog ever lost sleep over the fact that he did not have enough bones buried in the
ground for his declining years.*

Things

By Martin McTeg

I have this thing about things. You see, I think some people have way too many of them-like those people who can't put another thing in their garage or their closets, or those people who have so many things that they have to rent a storage place to put their extra things in.

When I moved houses recently, I had to decide what to do with many of the things I'd accumulated since my last move. Boy, oh boy! That's when I realized I had indeed become one of "those people"-a thing collector!

I think a lot of the problem is due to the culture of materialism that has flooded the earth. In some places, if you watch any amount of TV or listen to the radio or read magazines, you are bombarded with commercial advertisements about all the latest and greatest things you need to buy.

Electronic equipment, for example. As soon as a thinner TV or laptop or cell phone comes out, everybody wants it, and all the perfectly good fatter ones end up in the garage or closet with everything else.

There are other downsides to this thing mentality too. For one, you can lose appreciation for the value of the things you have if you have too many of them.

Jesus put "things" in perspective when He said, "Take heed and beware of covetousness, for one's life does not consist in the abundance of the things he possesses" (Luke 12:15).

Another thing about things is that just as some people have way too many, there are others who lack even the basic things of life. Sad!

If you happen to recognize the symptoms of this too-many-things malady in your life, as I did, don't worry. There is a cure, at least on a personal level. You can take a serious look at all the things you have, decide which you use and really need, and give the rest away. You can give those extras to charity or a needy neighbor or friend. As Jesus told one rich young ruler, "Go and sell what you have, and give to the poor, and you shall have treasure in Heaven" (Luke 18:22).

You'll be happy with the results. Your home will suddenly seem bigger and more organized, and your life will seem less cluttered.

And "remember the words of Jesus who said: 'It is more blessed to give than to receive'" (Acts 20:35). As we give away our extra things in a spirit of generosity, we

accumulate God's blessings,
Both in this life and for eternity.



EVENTS & NOTICES

APPLICATIONS ARE NOW

OPEN

**NEW RESTRUCTURED
ACADEMIC PROGRAMS
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*Ensure that you complete
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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 -
18 NOVEMBER 2011**

**> POM CAMPUS -
25 NOVEMBER 2011**

ATTENTION! ALL GRADUATING STUDENTS

Dates to confirm your graduation details;

- ITI LAE - 11th November, 2011
- ITI POM - 18th November, 2011

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

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Modern facilities - spacious training labs/rooms, power-point presentations and overhead multimedia projections

Available throughout the year

<ul style="list-style-type: none"> ☐ MYOB - Version 19 Level 1 (latest version) ☐ MS Word 2007: Level 1 - 3 ☐ MS Excel 2007: Level 1 - 3 ☐ MS Access 2007: Level 1 - 3 ☐ MS PowerPoint 2007: Level 1 - 2 ☐ MS Outlook 2007: Level 1 - 2 ☐ MS Project 2007: Level 1 - 3 ☐ MS Word 2003: Level 1 - 3 ☐ MS Excel 2003: Level 1 - 3 ☐ MS Access 2003: Level 1 - 3 ☐ MS PowerPoint 2003: Level 1 - 2 	<ul style="list-style-type: none"> ☐ MS Outlook 2003: Level 1 - 2 ☐ Fundamentals of Computers ☐ Quick Books Pro ☐ Intro to Web Page Design ☐ Front Page Basic 2003 ☐ MS Publisher 2003 ☐ IT Specialist Training ☐ MS Server 2003 - Network Infrastructure ☐ MS Server 2003 - Active Directory 	<ul style="list-style-type: none"> ☐ Instructor Training (replacing the commonly know Train the Trainer course) ☐ Supervision & Management ☐ Bookkeeping ☐ Accounting for Non - Accountants 1 ☐ Accounting for Non - Accountants 2 ☐ Accounting for Stock ☐ Business Writing ☐ Leadership Management ☐ Quality Customer Service ☐ Human Resource Management ☐ Time Management ☐ Basic Office Procedures ☐ Fundamentals of Sales ☐ Fundamentals of Marketing 	<ul style="list-style-type: none"> ☐ Strategic Human Resource Management ☐ Leading & Managing People ☐ Report Writing ☐ Introduction to Psychology ☐ Telephone Skills ☐ Organizational Behaviour ☐ Strategic Management ☐ Stress Management ☐ Small Business Management ☐ Presentation Skills ☐ Change Management ☐ Small Business Accounting
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**FOR MORE INFORMATION ON THE RE-STRUCTURED
PROGRAMS & ITS FEES FOR 2012 PLEASE, SEE THE
ITI MARKETING DEPARTMENT.**

IMPORTANT DATES

- DIT FINAL EXAMS > 31 Oct. -- 04 Nov. 2011
- OCTOBER SEM 3 MID EXAMS > 07 Nov. -- 11 Nov. 2011
- ITI LAE CAMPUS GRADUATION DAY > 18 Nov. 2011
- ITI POM CAMPUS GRADUATION DAY > 25 Nov. 2011
- ADVANCED DIPLOMA S2 FINAL EXAM > 28 Nov. - 02 Dec. 2011
- OCTOBER SEMESTER 3 FINAL-EXAMS > 12 - 16 Dec. 2011
- CHRISTMAS HOLIDAY > 25 - 27 Dec. 2011

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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

The Newsletter Team - Issue 8

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- > Manu Raga

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 - > Mark Uraliu & Oliver Stanley - ITI ENB Distance Centre
 - > Diana Farapo & Bagelo Goibou - POM ITI Distance Centre
 - > Mr. Paul Yama & Rathan - ITI Lae campus
 - > Tolana Lohia - ITI Printery
 - > Toi Vai - ITI Admin. Manager
 - > Margaret Tika - ITI Library
 - > Japeth Douglas - Star HR, Star Mountains - WP
 - > Brian & Martha from Tommy's Windows
 - > Peoples Notice Board
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