

Ealing and Hounslow CVS Training Brochure 2021



**Ealing and
Hounslow**
Community Voluntary Service

Autumn 2021

October
2021



Subject	Presenter	Contact	Date and Time
Introducing the Digital Toolkit	Nyoka Lewis EHCVS	nyoka@ehcvs.org.uk	1 st October (Slots Available 10am , 11:00 & 12:00)
Introducing the Digital Toolkit	Nyoka Lewis EHCVS	Nyoka@ehcvs.org.uk	6th October (slots Available 10am , 11am& 12pm)
Microsoft Excel Basics – Creating, Formatting and Printing a Workbook	A Microsoft certified trainer	jane@ehcvs.org.uk	12 th October 10:30 to 12:00
Volunteering Into Employment	Parule Basu-Barua	parule@ehcvs.org.uk	14 th October 11:00 to 12:15
Microsoft Excel Basics – Creating, Formatting and Printing a Workbook	A Microsoft certified trainer	jane@ehcvs.org.uk	19 th October – 10:30 to 12:00
Introduction to Quality assurance systems	Nyoka Lewis EHCVS	nyoka@ehcvs.org.uk	22nd October - 10:00 – 11:00
Digital training & Support - Basics of Microsoft Word Creating and Formatting Simple Documents	A Microsoft certified trainer	jane@ehcvs.org.uk	26 th October – 10:30 to 12:30

All the above training sessions are delivered via zoom, to register please visit [the EHCVS calendar](#) or email the contact above

Autumn 2021

November
&
December
2021



Subject	Presenter	Contact	Date and Time
Recruiting A Trustee	Parule Basu-Barua	parule@ehcvs.org.uk	6 th November 11:00 – 12:15
Digital Training & Support - Working with Word Tables – Laying Out Information with Microsoft Word	A Microsoft certified trainer	jane@ehcvs.org.uk	23 rd November – 10:30 to 12:00
Safeguarding For New Volunteers	Parule Basu-Barua	parule@ehcvs.org.uk	7 th December - 11:00 – 12.15

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**West Ealing Library
Melbourne Avenue
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