All courses to take place at
Tandridge Voluntary Action, Community Hub,
1st Floor Library Building, 14 Gresham Road, Oxted RH8 0BQ
unless otherwise stated
Our Trainers

Our trainers come with lots of experience and knowledge.

New to us this season are sessions run by MJ Plumridge Training and Facilitation.

**MJ Plumridge Training & Facilitation**

**Course Tutor – Matthew Plumridge**
Matthew Plumridge has worked in the charitable sector for over 25 years in roles such as volunteer co-ordinator, project manager and Board member working with small, medium and large UK and international charities. He is a former Trustee of Volunteering England, Disability Initiative, Toc H and Positive Action (an HIV Charity). Matthew has interviewed over 5,000 prospective volunteers in his time, managed two volunteer centres in Surrey and managed 2,500 volunteers on 60 + community projects.

**Marie Kelly Computer Training** - Marie has over 22 years' training experience in the IT industry across the healthcare, finance, pharmaceutical, retail and charity sectors and is expert in all the popular Microsoft products, Excel, Word, PowerPoint, Project and Outlook.

Her unique and personable style ensures that any course is both fun as well as informational, an approach that has kept her in demand amongst her regular clients, large and small. Adapting course content to suit the backgrounds and skills level of delegates, she ensures each individual gets the most from the course.

**British Red Cross** - Claire works and volunteers with the British Red Cross, in Surrey. The First Aid sessions she runs are relaxed and informal – they are ideal for everyone whether you are refreshing existing knowledge or thinking about how you could help in an emergency for the first time. Claire’s aim is to build community resilience – she covers a range of easy to learn skills that will give you the confidence to support older or more vulnerable people at times of crisis.

**WEA** - Founded in 1903, the Workers’ Educational Association (WEA) is a charity dedicated to bringing high-quality, professional education into the heart of communities. With the support of nearly 3,000 volunteers, 2,000 tutors and over 10,000 members, they deliver friendly, accessible and enjoyable courses for adults from all walks of life. Assessed ‘Good’ by Ofsted in 2018.

**Dementia Friends** - Anita Campbell has worked for the Alzheimer’s Society for 17 years, she wanted to work for them as a close relative was diagnosed with Alzheimer’s and she realised that she knew nothing about dementia. Starting as an office assistant Anita gradually worked towards her present role as a Dementia Navigator. The role involves meeting people with dementia and those that care for them at home, discussing any difficulties and helping them to understand what the diagnosis means and supporting them into the future. The Dementia Friends sessions are a perfect way to introduce people to dementia and help them to understand what someone with dementia maybe experiencing, promoting the Alzheimer’s Society’s message that although there is no disputing there are challenges it is possible to live well with dementia.
Excel Advanced - 28 November
Run by Marie Kelly

Thursday 28 November, 10 - 1pm

Course Cost
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Review of Intermediate Excel Course
- Working with Advanced Functions
- Text functions
- Date functions
- Logical functions – if and or
- Lookup functions – match index if error
- Auditing a workbook
- Checking data for errors
- Tracing
- Revealing function and formulas
- Data Validation
- Setting up data validation
- Selecting and changing validation
- Removing validation

Excel Module on Advanced Functions - 3 December
Run by Marie Kelly

Tuesday 3 December, 10 - 1pm

Course Cost
The course costs £20 to members of TVA and £30 to non-members, there is a discounted rate to members if they book the Introduction, Intermediate and Advanced courses as one package of £50 for all 3 courses. If you would like to become a member of TVA please contact info@tva.org.uk for a Membership Pack.

- Named ranges
- Working with text functions
- Date functions
- Logical functions
- Lookup functions
- Data validation (if time)

Autism Awareness – 4 December
Run by WEA

Wednesday 4 December, 10 – 1pm

Understanding adult with autism:
- Describe common differences or difficulties
• Describe strengths and unique attributes
• Identify factors that can impact on communication
• Identify the impact of sensory differences
• Identify factors that can impact on stress and anxiety

**Everyday First Aid Training – 10 December**
**Run by the British Red Cross**

**Free** course on Tuesday 10 December, 10.00 – 1.00pm

The course is tailored to cover the emergencies that you may be more likely to come across such as:
• Seizures
• Bleeding
• Head injury
• Burn
• Unresponsive and breathing
• Unresponsive and not breathing

This course is designed to increase knowledge and confidence with applying first aid skills in an emergency.

**Events**

**Network Lunches 2020 (12 noon – 2.30pm)**

6 February - TBC  
26 March - TBC  
18 June - TBC  
24 September (with AGM) - TBC  
19 November - TBC

**Funding Fair**

Thursday 28 November - Nutfield Lodge, Redhill 10am – 1pm

To book a place on any event please contact Stella Clare on info@tva.org.uk or book via the website www.tva.org.uk/tva-events