



Office 365 Trainer Required

KBCSC is a non-profit community services co-operative located in Nelson. Our 16 members are community social service agencies serving the Kootenay Boundary region (e.g., Nelson CARES, Kootenay Kids, Trail FAIR, Nelson Women's Centre, etc.).

We are in search of an **Office 365 Expert** or Certified Trainer to provide Office 365 training to our members' admin and IT staff. It is important that the trainer is an expert but is also flexible and willing to work with us to customize the training for the non-profit community service sector. We will book a computer classroom for the training so participants will have the opportunity to be hands-on.

The content of the training we are looking for has intermediate to advanced skills in these O365 topics:

1. **Outlook**
 - settings, groups, shared calendars, time management and efficiencies
2. **O365 Admin Management**
 - Admin Centre, managing settings, emails, users, permissions and security
3. **Teams**
 - Set up and collaboration
4. **SharePoint**
 - Create, configure, and manage sites
5. **OneDrive**
 - Set up and settings

The intention behind this training is a "Train-the-Trainer" approach so participants can bring their O365 training and knowledge back to their agency and train their own staff in-house.

Please contact Kate at info@thekoop.ca if you are interested or can recommend a Microsoft Office 365 trainer.