



Heinz 57 Center
339 Sixth Avenue | Suite 750
Pittsburgh, PA 15222
412-397-6000

RMU.EDU/BCNM

Summer Courses

Summer classes are held at The Bayer Center for Nonprofit Management at 339 Sixth Avenue, Suite 750 in downtown Pittsburgh.

To register online, go to rmu.edu/bcnmregistration or call Shelby at 412-397-6000.

Full-day classes include lunch.

PRESENTATION CAMP!

Effective Presentations

Thursday, June 12 from 9 a.m. - noon

A narrative that lacks a human touch or a lack of audience interaction can contribute to wandering attention. We'll focus on planning and executing a presentation to maximize your audience's level of interest and knowledge in your topic and the optimal blend of facts and stories that will make your presentations memorable.

Presentation Visuals that Work

Thursday, June 12 from 1 - 4 p.m.

Bullets are not only dangerous in guns. Although your presence and preparation make a huge impact on the success of a presentation's ability to inform and persuade, bad visuals can undermine your message. This class will help you create visuals that will make your facts, stories and ideas stick with your audience.

Instructor: Jeff Forster, Bayer Center

Fee: \$65 for one class (\$55 if paid online) or \$100 for the full day

ALSO AVAILABLE...

Presentation Clinic (\$50 for one hour)

There is always room to improve our presentation visuals. Get the help you need to make that presentation sing!

Storytelling Clinic (\$50 for one hour)

An outside guide and first audience can hone your stories into compelling tools in your communication. Work on your stories with one-on-one help.

Social Media Planning and Strategy

Wednesday, June 25 from 9 a.m. - 4 p.m.

Using social media for your organization requires planning, strategy and management. Learn what you should consider before getting started in social media, what to expect afterwards and how to keep the ball rolling. You'll work on a draft strategic plan for your nonprofit's social media that you can take back and refine. Basic social media concepts are recommended but not necessary for attending as we will focus the on planning and strategy rather than "how to" use the social media tools.

Instructor: Cindy Leonard, Bayer Center

Fee: \$125 (\$115 if paid online)

ALSO AVAILABLE...

Social Media Clinic (\$50 for one hour)

Whether you are attempting to use social media tools, setting up a blog or a wiki, or need assistance with you social media strategy, we can help.

Becoming a Supervisor

Wednesday, July 9 from 9 a.m. - 4 p.m.

New managers welcome! With a focus on communication in the morning, and moving from peer to supervisor in the afternoon, you'll learn how to developing appropriate boundaries, deal with conflict, deliver bad news, give and receive feedback and communicate with different personality types based on your own style of leadership. Bring some of the real challenges you're currently facing for targeted application.

Instructors: Wendy Hardman and Alice Warfield, ESC Volunteers

Fee: \$125 (\$115 if paid online)

EXCEL CAMP!

Introduction to Excel

Tuesday, July 15 from 9 a.m. - noon

We'll cover Excel basics in the morning including worksheet and formula creation, "mouse pointers", cell formatting, absolute cell references and printing your worksheet.

Intermediate Excel

Tuesday, July 15 from 1 - 4 p.m.

Learn more Excel in the afternoon including worksheet templates creation and use, using functions, database features, creating links between worksheets, and chart creation and formatting.

Instructors: Cindy Leonard and Jeff Forster

Fee: \$65 for one class (\$55 if paid online) or \$100 for the full day

Writing for the Web and Social Media

Thursday, July 24 from 9 a.m. - 4 p.m.

Writing content for your website or social media channels is very different from other types of communications due to the way people read and use the Web. Most of your written materials must be altered for use on a web page or social media site in order to make them readable and usable. Learn how to improve your written website and social media content, increase your site's usability, and leverage your website and social media as communication tools.

Instructor: Cindy Leonard, Bayer Center

Fee: \$125 (\$115 if paid online)

Advanced Excel

Tuesday, July 29 from 9 a.m. - noon

The deeper you go into Excel, the more directions you can pursue. By popular demand, we've added an Advanced Excel class to go beyond the typical functions and into more magic, time-saving techniques you may not have used before. We'll cover creating links between sheets; text manipulation; pivot tables; advanced formulas and customizing charts beyond the wizard.

Instructor: Jeff Forster, Bayer Center

Fee: \$65 (\$55 if paid online)

One-on-one clinics: Individualized, expert advice for only \$50 an hour.

Ask an Attorney Clinic

Meet with an attorney and discuss the issues on your mind.

Bylaws Clinic *(2 hour minimum)*

Bylaws are important in directing the Board and the organization. We'll review yours and give you suggestions for improvements.

Corporate BoardsWork! Clinic

When your expertise is in for-profit business, joining a nonprofit board can make you feel like a fish out of water. We'll help you become a more effective steward.

Does Your Website Work? Clinic

Sit down with our website expert as she provides an honest (and kind) assessment of your site and recommendations for improvement.

Employee Handbook Clinic *(2 hour minimum)*

We'll do a complete review of your handbook and point out the sections which are missing or require revisions.

Excel/Spreadsheet Clinic

Become the Excel magician you've always wanted to be!

HR Clinic

HR policies need to be fair and compliant. Make sure yours are both.

iPad or Android Clinic

Get one-on-one help using the iPad/iOS or Android operating system, configuring your tablet and downloading/installing apps.

Marketing Clinic

We'll take a look at your current marketing strategy and materials, and give you advice about where you should focus your energy.

Nonprofit Start-up Clinic *(2 hour minimum)*

Thinking of starting a nonprofit? We'll guide you through different options and the decision-making process.

Now What?: A Clinic on Access Databases *(2 hour minimum)*

Bring a copy of your problematic database, and we'll help you make sense of it.

Pinpoint Planning Clinic

Utilize a tailored and time-limited approach that provides quick analysis of finance, fundraising, HR, legal issues, governance and technology.

Prepping for an Audit Clinic

We'll make sure you're tracking your finances well, walk through the audit process, and gather required documentation before the auditors arrive.

WordPress or Dreamweaver Clinic

Great website idea? Our expert helps you create the site of your dreams!