Nonprofit Banjo Night
A fundraiser where singing and dancing are highly encouraged!
Thursday, June 6 at 6:30 p.m. at the Allegheny Elks Lodge #339
Start your summer off with a TWANG with a night of dinner, (cheap!) drinks, music by the Pittsburgh Banjo Club (playing Dixieland, 1920's and 30's pop, and the occasional polka), games, laughter, singing, dancing and lots of smiling.
Fee: Tickets are $25 and include dinner, live music and a darn good time.

74% Summer Celebration Luncheon
Thursday, June 20 from noon – 2 p.m.
The 74% Project is two years old, and not only do we know that women are 74% of the workforce making $.74 on the dollar to men in comparable jobs, we also now know that we need to explore leadership models to help young professionals thrive; envision opportunities for dedication nonprofit seniors leaders to transition into their third age with dignity; and encourage boards to own their role as fair employers.

Join us for a re-cap of our May 30 Kitchen Cabinet gathering with three national experts via video-conference including Alice Eagly (Principal, Egmont Associates, Boston). Bring your lunch and dive into discussion as we continue to work on becoming a community movement and make some noise!
Fee: Free, but R.S.V.P. is required

Presentation Visuals that Work
Thursday, July 11 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. In fact, PowerPoint itself may have taught us bad habits. Stick around for the afternoon session on how to use PowerPoint to make those newly improved presentations sing!

Effective Presentations
Thursday, July 11 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 knowledge and interest in your topic and discuss the optimal blend of facts and stories that will make your presentations memorable.

Beginning Web Design with Wordpress
Thursday, July 18 from 9 a.m. – 4 p.m.
Are you a website novice who needs to know how to design a basic website that works? WordPress is a website content management system that is great for building and managing websites, even for beginners. In this two-day, hands-on class, we will build an entire small website from start to finish. Nonprofit staff without previous web design experience and web design staff who want to learn WordPress are welcome.
Instructor: Cindy Leonard, Bayer Center
Fee: $125 ($115 if paid online) and includes lunch

EXCEL DAY
Instructors: Cindy Leonard and Jeff Forster, Bayer Center
Fee: $65 a la carte ($55 if paid online) or $100 for both class (includes lunch)

Introduction to Excel 2010
Thursday, July 25 from 9 a.m. – noon
Learn Excel basics in the morning session including: worksheet creation, formula creation, cell formatting using “mouse pointers,” absolute cell references and printing your worksheet.

Intermediate Excel 2010
Thursday, July 25 from 1 – 4 p.m.
Learn more about Excel in the afternoon including: worksheet templates creation and use, using functions, creating links between worksheets, database features and chart creation and formatting.

Bagels and Bytes
Join your nonprofit techie colleagues as we continue our discussion of managing and maintaining your nonprofit’s technology. Don’t miss our special June 12 session where we’ll beat the heat and have breakfast on a boat!
Allegheny (Cost $10)
Wednesday, June 12 from 8:30 – 10 a.m. at Riverquest
Westmoreland (Breakfast cost is individual responsibility)
Tuesday, July 9 from 8 – 9:30 a.m. at the YWCA of Westmoreland County
Clinics
Bayer Center clinics give you one hour of individualized, expert for only $50 an hour. Have HR questions? Come to a clinic. Want a snappier website? Come to a clinic. Want to improve your bowling average? Practice... We can’t do everything! But we can help with a lot including:
- Prepping for an Audit Clinic
- Ask an Attorney Clinic
- Bylaws Clinic (2 hour minimum)
- Pinpoint Planning Clinic
- Emerging Organizations Clinic (2 hour minimum)
- HR Clinic
- Employee Handbook Clinic (2 hour minimum)
- Storytelling Clinic
- Presentation Clinic
- Marketing Clinic
- Does Your Website Work?
- Dreamweaver/WordPress Clinic
- Now What?: A Clinic on Access Databases (2 hour minimum)
- Excel/Spreadsheet Clinic
- Social Media Clinic
- Android/Tablet Clinic

Coaching
It doesn’t have to be lonely at the top...not if you have a professional coach there with you.

Bayer Center coaches have all been trained in International Coach Federation approved programs, representing the highest standards of coaching ethics and excellence. More than just a sympathetic ear, our coaches can help you be more effective at managing others, managing yourself, managing change and balancing the demands of your professional and private lives. In short...being more effective at work and play.

For more information on affordable coaching at the Bayer Center, please contact Scott Leff at 412-397-6006 or leff@rmu.edu.

REGISTRATION
To register, please call Shelby Gracey at 412-397-6000 to register for a class, or you can register online at: www.rmu.edu/bcnmregistration.

SCHOLARSHIPS
Scholarships of up to 50 percent are available to a limited number of participants. Call Shelby Gracey at 412-397-6000 to inquire.

LOCATION
All classes will be held at the Bayer Center’s downtown Pittsburgh office suite unless otherwise noted: 339 Sixth Avenue, Suite 750

About the Bayer Center for Nonprofit Management at Robert Morris University
Nonprofits build strong communities...we build strong nonprofits

In twelve years of service to the nonprofit community, the Bayer Center has completed over 1,000 consulting engagements and educated over 6,500 students. Our consulting clients include human service, arts, faith-based, community development, environmental and education organizations with budgets ranging from $100,000 or less to more than $50,000,000. Our intensive and customized Management, Governance, Financial and Technology consulting services are designed to educate leaders and have resulted in:
- Higher functioning governing boards
- Enhanced financial planning and management
- Heightened brand awareness
- Increased partnerships and strategic alliances
- More effective approaches to fundraising
- Better informed, evidence-based decisions for future directions
- More capable nonprofit leaders and organizations
- Effective management information systems
- Prudent software choices and website design
- A strategic approach to decision-making

The Bayer Center also offers extensive management education on topics in nonprofit management, finance, governance and technology. BCNM provides information and referral services; conducts applied research through initiatives including “74%: Exploring the Lives of Women Leaders in Nonprofit Organizations”; promotes nonprofit governance best practices through our “BoardsWork!” program; convenes in-depth discussions on issues relevant to the nonprofit sector; and, through the ESC program, provides accomplished retired corporate executives as volunteer consultants to assist nonprofits with a broad range of advisory services and executive coaching. In short, at the Bayer Center, we work with you to provide effective and practical management and governance tools, information, education and research that strengthen nonprofit missions and multiply all investments of time, talent and money in regional nonprofit organizations.

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