



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

RMU.EDU/BCNM

Summer Courses

Good Governance? Good to Go!

Tuesday, June 25 from 8 - 9:30 a.m.

Attorneys and professionals talk about good nonprofit governance...what it looks like, how to do it, and why that's a good idea. Gain a clear view of board member duties, differences between the roles of the board and staff and best practices in conflicts of interest. Presented by The Bayer Center, Volunteer Lawyer for the Arts at GPAC; ACBA Committee on Exempt Organizations; Greater Pittsburgh Pro Bono Partnership; Buchanan Ingersoll & Rooney.

Panelists: Margaret Diamond, Esq., Suzanne McLaughlin, Esq., Susan Alexander Ott, Esq., Peggy Outon, Stephanie Schreiber, Esq.

Fee: \$15 per person; \$25 for two; \$30 for three

Stone Soup for Meetings

Tuesday, July 14 from 9 a.m. - noon

Everyone comes to a meeting with something that can make it better, yet often our meetings don't evoke innovation and good thinking, don't create widespread participation and engagement, and don't leave us feeling satisfied with the outcome! Join us to learn tactics for preparing, moderating, and concluding meetings that increase creativity, buy-in AND positive results.

Instructor: Susan Loucks

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

Get Your Stories Straight!

Thursday, July 16 from 9 a.m. - 4 p.m.

Arm yourself and your staff with the material that will come in handy when it's time to introduce people to your mission and story. This workshop will help you craft your tagline, one-sentence overview, an emblematic story you can tell in 15 minutes and a more detailed half hour presentation that will help ensure your audience remembers what you want them to remember.

Instructor: Jeff Forster, Bayer Center

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

EXCEL CAMP!

Introduction to Excel

Thursday, July 23 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

Thursday, July 23 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 (includes lunch)

Conversation Work-Out

Tuesday, July 28 from 9 a.m. - noon

Does the thought of an upcoming necessary (but hard) conversation make you break out in a sweat? Whether you're a board member, a supervisor, or the member of a work team, this class will provide the training and the in-room practice to build the "muscle strength" to conduct those conversations in a way that builds understanding and maximizes opportunities for productive resolutions.

Instructor: Susan Loucks

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

Bagels and Bytes

*Wednesday, August 5 from 8:30 - 10 a.m.
at Jewish Residential Services, 4905 Fifth Avenue*

Join your nonprofit techie colleagues for informal learning and networking in this popular monthly convening. If you're officially (or unofficially) responsible for your nonprofit's technology challenges, join us!

Facilitator: Cindy Leonard

Fee: FREE, but RSVP is required

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

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

Essential Grant Skills - brought to you by
The Grantsmanship Center, Los Angeles, CA
Monday - Tuesday July 20 - 21
from 8:30 a.m. - 4:30 p.m.

Examine the entire proposal writing process, while doing in-depth work in the specific areas where even experienced grants professionals can run into trouble. The ability to identify these areas and overcome the problems they present is crucial to your success. Through discussions and practical exercises, hone those skills that bring success. Then draft the most critical sections of a grant proposal and leave class with a solid outline for completing the proposal with your organization.

In this 2-day training you learn to:

- Identify the key practices for developing effective programs and successful proposals
- Understand the types of information that are a "must" for every proposal
- Recognize the four most crucial elements of a proposal and how they fit together
- Identify and document the situation your organization wants to change
- Spell out the specific, measurable outcomes you plan to achieve
- Show that your organization can deliver what it promises
- Build a basic, doable evaluation plan (and know when to call in an expert)
- Create a bullet-proof budget
- Plan ways to make your program sustainable, even before it gets off the ground
- Put it all together in a logic model
- Understand the grant proposal review process
- Find and work with the funders that are right for you

You return to your organization with a work product in hand—a logic model that lays out your case for funding and an outline to guide you in developing a complete proposal!

Sign up now and save \$100!

Tuition for this training will increase to \$545 on July 1st. Sign-up and pay before July 1 to receive this 2-day training for \$445.

Tuition includes Associate Member follow-up support for six months. Register online at tgc.com/training/essential-grant-skills-2-day. For more information, call The Grantsmanship Center's Registrar at (800) 421-9512.

Bayer Center clinics offer individualized, expert advice on topics of interest for only \$50 an hour. Have HR questions? Come to a clinic. Want a snappier website? Come to a clinic. Want to learn the violin? Practice...We can't do everything! But we can help with a lot. Register online at rmu.edu/bcnmregistdation or call 412-397-6000.

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.

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.

Social Media Clinic

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

Storytelling Clinic

An outsider to serve as guide and first audience can hone your story into a compelling communication tool. Work on your stories with one-on-one help.

WordPress or Dreamweaver Clinic

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