



Summer Courses

Classes marked with a ♦ are eligible for a discount if payment is received online at the time of registration

PRESENTATION CAMP

Instructor: Jeff Forster

Fee: \$65 for one class or \$125 for both classes (includes lunch!) ♦

Effective Presentations

Thursday, August 2 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.

Presentation Visuals that Work

Thursday, August 2 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. This class will help you create visuals that will make your facts, stories and ideas stick with your audience.



Managing Social Media Without Losing Your Mind (Webinar)

Wednesday and Thursday July 18-19 from 10-11 a.m.

Instructor: Cindy Leonard

Fee: \$50

Is managing your organization's social media driving you up the wall? Social media must be managed well in order to keep it from taking over your time and life. In this webinar, we'll discuss how to figure out what tools your organization should use, how to find and curate content and other time-saving tips and tools.

Boardsmanship Basics

Monday, July 9 from 1–3 p.m.

Instructor: Peggy Morrison Outon

Fee: \$40 ♦

While this class is called "basics," we're invested in seeing that Boards are high functioning engines of opportunity for their nonprofits. We'll provide an overview of effective nonprofit governance including role clarity, what is expected of the Board by each other as well as the IRS and funding communities, how best to compose a new or revitalized Board, statement of expectations, and Board evaluation.

ONGOING: 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 session where we'll beat the heat and have breakfast on a boat!

Visit <http://tinyurl.com/bcnmbagelsandbytes> for more information.

- Allegheny:** Wednesday, June 13 from 8:30–10 a.m. at RiverQuest (Cost: \$10)
Wednesday, Aug. 1 from 8:30–10 a.m. at Rodef Shalom (Cost: \$10)
- Westmoreland*:** Tuesday, June 12 from 8–9:30 a.m. at Eat n' Park, Greensburg
Tuesday, July 10 from 8–9:30 a.m. at Eat n' Park, Greensburg
Tuesday, Aug. 14 from 8–9:30 a.m. at Eat n' Park, Greensburg
- Sewickley*:** Thursday, July 12 from 9–10 a.m. at Eat n' Park, Sewickley
Thursday, Aug. 9 from 9–10 a.m. at Eat n' Park, Sewickley

* Breakfast cost is individual responsibility and not provided

CLINICS

Bayer Center clinics are your chance to schedule an hour of individualized, expert advice on topics of interest to your organization for only \$50 an hour. Have a legal question? 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. Take a look below.

Pinpoint Planning Clinic

Utilize a tailored approach that provides quick analysis of finance, fundraising, HR, legal issues, governance, and tech.

HR Clinic

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

Employee Handbook Clinic

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

Emerging Organizations Clinic

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

Marketing Clinic

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

Ask an Attorney Clinic

Meet with an attorney and discuss the issues that are on your mind at a very affordable price.

Bylaws Clinic (2-hour minimum)

Bylaws are important in directing the board and the organization. We'll review your bylaws and give you suggestions for improvements.

Storytelling Clinic

We'll serve as guide and first audience can hone your stories into compelling tools in your communication strategy.

Does Your Website Work?

Your website's just fine, right? Our expert provides an honest (and gentle) assessment.

Dreamweaver Clinic

Great website idea, but no idea how to do it? Our maven helps you create the site of your dreams!

Access Database Clinic

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

Presentation Clinic

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

Excel/Spreadsheet Clinic

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

Web 2.0 and Social Media Clinic

Whether you are attempting to use popular social media tools or need a social media strategy, we can help.

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. Register early – the space is limited.

SCHOLARSHIPS

Scholarships of up to 50 percent of program costs 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 for Nonprofit Management's downtown Pittsburgh office suite: 425 Sixth Avenue, Suite 2610, unless otherwise noted.

DISCOUNTS

Discounts are available for organizations that send three or more staff members to the same series or class, for individuals who register for three or more workshops at the same time, and for payments received online where noted. Call Shelby Gracey to inquire.

WITHDRAWAL AND REFUND

A full refund will be granted if the Bayer Center is notified of withdrawal at least five business days prior to the start of the class.

CANCELLATION POLICY

BCNM reserves the right to cancel any class. If a class is canceled, a full refund of tuition fees or credit towards another class will be given, per the registered student's preference.

