

# Summer 2016 Courses



425 Fifth Ave, Suite 2610  
Pittsburgh, PA 15219  
412-397-6000

All summer classes are held at The Bayer Center for Nonprofit Management at Robert Morris University, 339 Sixth Avenue, Suite 750 in downtown Pittsburgh with the exception of Bagels and Bytes.

To register online, visit [rmu.edu/bcnmregistration](http://rmu.edu/bcnmregistration) or call Shelby Gracey at 412-397-6000.

## June

### Bagels and Bytes ...and Critters!

Wednesday, June 1 from 8:30 - 10 a.m.  
at Animal Rescue League, 6620 Hamilton Ave.

This year's summer "fun" meeting will be at The Animal Rescue League! We will have our breakfast meeting, followed by a tour of ARL.

Fee: FREE, but RSVP is required

## July

### Feedback Without Fear

Tuesday, July 12 from 9 - 11 a.m.

Without learning from feedback of all kinds, we stagnate - and yet both the giver and receiver often let fear get in the way of good results. We'll learn how to work with and deliver effective feedback, both at the annual performance review and integrated into organizational culture throughout the year.

Instructor: Susan Loucks  
Fee: \$45 (\$35 if paid online)

### EXCEL CAMP!

#### Introduction to Excel

Thursday, July 14 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 14 from 1 - 4 p.m.

Learn more Excel in the afternoon, including the creation and use of templates, using functions, advanced formatting and creating charts.

Instructors: Cindy Leonard  
Fee: \$65 for one class (\$55 if paid online) or \$100 for the full day (includes lunch)

## August

### Essentials of Adobe InDesign

Tuesday, August 2 from 9 a.m. - 4 p.m.

Adobe InDesign has so many features it can be a overwhelming for beginners. In this introductory class, we'll explain the InDesign interface and tool sets, and cover the features most often used when creating publications with this software. We will create a variety of sample publications during the class so that you'll walk away with actual hands-on experience with the software.

Instructor: Cindy Leonard  
Fee: \$125 (\$115 if paid online) and includes lunch

### Bagels and Bytes

Wednesday, August 3 from 8:30 - 10 a.m.  
at Jewish Residential Services, 4905 5th Ave.

Join your nonprofit techie colleagues for informal learning and networking.

Fee: FREE, but RSVP is required

### Leadership and Management: Riding the See-Saw

Thursday, August 4 from 9 a.m. - noon

Many sources distinguish between leadership and management skills. But as organizations flatten, what does it take to cultivate and empower "a leader in every chair?" We'll learn and practice techniques that help us - and the others in our organizations - be managers with vision, and visionaries who are in touch with the ground.

Instructor: Susan Loucks  
Fee: \$65 (\$55 if paid online)

### Advanced Excel

Thursday, August 11 from 9 a.m. - 4 p.m.

The deeper you go into Excel, the more directions you can pursue. In this full-day class, we'll have plenty of time 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. This session will combine context for techniques, guided practice and ample time for questions.

Instructor: Cindy Leonard and Carrie Tancaitor  
Fee: \$125 (\$115 if paid online)

# Summer 2016 Courses

## September

### BoardsWork! Board Member Training

Thursday, September 15 from 8:30 a.m. - 4:30 p.m.

Fee: \$425 and includes lunch (\$325 without matching)

Whether you're a seasoned board member or looking for your first board experience, you'll learn effective nonprofit governance that will prepare you to be matched with a local nonprofit, or enhance your current board service. In this full-day session, we'll cover the gamut of nonprofit governance including boardmanship, fundraising, financial oversight, planning and technology.

Instructors: Peggy Morrison Outon and Evie Gardner

Bayer Center clinics offer individualized, expert advice on topics of interest for only \$50 an hour. 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/bcnmregistration](http://rmu.edu/bcnmregistration) 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?

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 review your handbook and look for sections that are missing or need 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.

### WordPress Clinic

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

### 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.

### Pinpoint Planning Clinic

Utilize a tailored and time-limited approach that provides quick analysis of finance, fundraising, HR, 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 documentation before the auditors arrive.