

Featured Series: Creating Solutions for Tumultuous Times

Working with our Foundation Allies

Friday, Oct. 16 from 9–11 a.m.

Generous gifts from foundations have often secured the future for regional nonprofits. In this time of financial turmoil, foundation leaders are challenged to use their more constrained resources for the greatest good. Come reflect with three of our region's most thoughtful foundation leaders about how they make those decisions.

Instructors: Peggy Morrison Outon, Bayer Center; Hank Beukema, McCune Foundation; Bob Vagt, The Heinz Endowments; Dee Delaney, Fisa Foundation

Fee: \$40 (\$30 if paid by Oct. 9, \$75 for the entire 3-part series)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Working with our Corporate Allies

Friday, Oct. 23 from 9–11 a.m.

We're not the only ones struggling; times are tough for our corporate allies, too. This session will explore what corporations really want (from us). Come talk about the prospects for corporate giving, how to make your organization the most likely recipient of corporate philanthropy, and ways that nonprofits and corporations can work together beyond just money.

Instructors: Peggy Morrison Outon and Scott Leff, Bayer Center; Lenora Visio, Clarity Strategic Consulting; Deborah A. Moses, Fifth Third Bank

Fee: \$40 (\$30 if paid by Oct. 16, \$75 for the entire 3-part series)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Working with our Government Allies

Friday, Oct. 30 from 9–11 a.m.

Is it our turn now? Is there bail-out money for us? What are the prospects for government funding of nonprofits? Hear from two influential legislators about what Pennsylvania's budget shortfall may mean for you now and in the future.

Instructors: Peggy Morrison Outon, Bayer Center; Senator John Pippy; Representative Jake Wheatley

Fee: \$40 (\$30 if paid by Oct. 23, \$75 for the entire 3-part series)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Nonprofit Management

Developing Logic Models for Program Planning and Evaluation

Wednesday, Sept. 16 from 9 a.m.–4 p.m.

Logic models are the gold standard of program development and service evaluation among nonprofits and their funders. How do you know that you're meeting your goals? Are you sure you're reaching the right constituents? In the morning session, you'll learn to create a logic model for your program that helps you plan and evaluate, and provides your funders with the information they want, too. In the afternoon, learn how to work with indicators and develop a

data collection plan to get the best information about how well your model is working and where it may need improvement.

Instructors: Maria Zeglen Townsend, Ph.D., Townsend Associates LLC; Sheila Bell, Allegheny County Department of Human Services

Fee: \$125 (\$115 if paid by Sept. 9)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Get Your Stories Straight: Tagline, Elevator Speech, 15 Minute Story, Half-hour Presentation

Tuesday, Sept. 29 from 9 a.m.–noon

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, your one-sentence overview, an emblematic story you can tell in 15 minutes and a more detailed half-hour presentation. Learn how to keep all four lively and make sure your audience remembers what you want them to remember.

Instructor: Jeff Forster, Bayer Center

Fee: \$65 (\$55 if paid by Sept. 22), OR Combine this class with "PowerPoint Visuals That Work" for \$90 (\$80 if paid by Sept. 22)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

PowerPoint Visuals that Work

Tuesday, Sept. 29 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.

Instructor: Jeff Forster, Bayer Center

Fee: \$65 (\$55 if paid by Sept. 22), OR

Combine this class with "Get Your Stories Straight" (p. 4) for \$90 (\$80 if paid by Sept. 22)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Learning to Work Together – Development Director, Executive Director and Board

Wednesday, Oct. 7 from 9 a.m.–noon

Successful fundraising requires a team approach. The Development Director, Executive Director and board members all play a critical role in raising funds for their organization. Unfortunately, those roles and responsibilities aren't always clearly defined or well-communicated, causing frustration and results below potential, especially when a new Development Director is hired. This session, designed for both staff and board members, will focus on defining roles, managing expectations, and how to address reluctant fundraisers. You will leave this class ready to create a culture of fundraising within your organization that will enable you to raise the funds needed to carry out your mission.

Instructor: Maureen Mahoney Hill, CFRE

Fee: \$65 (\$55 if paid by Oct. 30)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Proposals that Get the Grant

Thursday, Oct. 22 from 9 a.m.–noon

Take that great idea and get it funded! But how? This class explores the indispensable principles of writing winning proposals:

- Develop a strategic approach to funders
- Identify what you need to know before you start writing
- Learn the basic elements of successful proposals
- Understand what you need to communicate

Instructor: Teresa Gregory, Robert Morris University

Fee: \$65 (\$55 if paid by Oct. 15)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Ask! The Essential Fundraising Skill

Wednesdays, Nov. 4, 11, 18 from 4–7 p.m.

“The ask”... why are we so afraid of it? Here’s your chance to practice the art of the ask with a master fundraiser. In this three-part series you’ll learn how to ask for the gift, with an emphasis on face-to-face appeals to foundation officers, corporation representatives and individuals.

Instructor: Dave Brewton, East Liberty Family Health Care Center

Fee: \$180 (\$165 if paid by Oct.28)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Writing Press Releases that People Will Actually Read

Monday, Nov. 16 from 1–4 p.m.

The press release is the building block of effective media relations, and it is becoming more important with the rise of digital media and online social networking. In this class you will learn to write compelling press releases that will help you generate positive media coverage and communicate directly with the public through your website and other online channels. We will talk about the most effective ways to distribute your news release and how to maximize its impact.

Instructor: Jonathan Potts, Robert Morris University

Fee: \$65 (\$55 if paid by Nov. 9)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Volunteers: Recruitment, Retention and Recognition

Friday, Dec. 4 from 9–11 a.m.

Volunteers are a key part of our “nonprofit-ness,” and yet the pressures of ever-increasing professionalism have pushed volunteer solutions to the margins in many organizations. Join us for a practical discussion by three of our region’s leaders on effectively using volunteers to deliver programs and leverage resources, both human and financial.

Instructors: Peggy Morrison Outon, Bayer Center; Alyssa Dolney, Greater Pittsburgh Community Food Bank; Sarah Hardin, Carnegie Science Center; Lynn McGuire-Olzak, Western PA Conservancy

Fee: \$40 (\$30 if paid by Nov. 27)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Creating a Successful Internship Program

Wednesday, Dec. 9 from 1–4 p.m.

Hosting an intern offers your company a low risk, cost effective way to test-drive potential employees so that you can find the best fit for your company. In this interactive workshop, learn how to create a successful internship experience for the intern and the company!

Session will cover:

- How to create a win/win for your organization
- How to write the most effective position description
- Understanding the kind of talent your organization needs to be successful in achieving its goals

Instructor: Regina Anderson, Coro Center for Civic Leadership

Fee: \$65 (\$55 if paid by Dec. 2)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Managing Stress and Increasing Productivity

Thursday, Dec. 17 from 9 a.m.–noon

Holidays can be some of the most stressful times for community-based caregivers. The needs of the people we serve seem to become more acute, in addition to the holiday activities at the work place and in our private lives. Instead of a joyous time, caregivers often dread the holidays. In the first section of the workshop, we will describe the symptoms of chronic work-related stress that can lead to a poor quality of care for clients and poor quality of life for the caregiver, and offer ideas and strategies for individuals to help restore and renew. Then, learn to relax and rejuvenate with a yoga session that will teach you techniques you can do right in your office.

Instructors: Dave and Sue Stewart, The Caregivers Institute; Katrina Woodworth, Hatha Yoga Instructor

Fee: \$65 (\$55 if paid by Dec. 8)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Pinpoint Planning Clinic

60-minute sessions available by appointment

Tired of spending too much time and precious resources trying to figure out how best to improve your nonprofit? Consider using PinPoint Planning™, a tailored and time-limited approach that provides quick analysis of critical operations in the following areas:

- Finances and Financial Management
- Fundraising
- Human Resources
- Legal Issues
- Governance
- Technology

Each PinPoint Planning™ tool is a type of audit that will take organizations about an hour to complete. It provides executives and boards with concrete information about practice gaps

so that their organization can focus its resources on specific areas needing improvement instead of a complete overhaul. Organizations receive an internal assessment to complete and return. Then the Bayer Center will assign an ESC volunteer professional from the relevant field to review your materials and meet with you for a working session. After your face-to-face meeting, you'll receive a report containing a number of concrete, actionable suggestions to enhance your current operations. This program was developed by the Bayer Center for Nonprofit Management in partnership with the United Way of Allegheny County.

ESC Volunteers: John Eichenlaub; Bob Moll; Ray Frankoski; Dan Boyd; Harry Goern; Jack Owen

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Governance

She-roses Brown Bag Lunch Conversations

Mondays, Oct. 12 and Dec. 7 from noon–1 p.m.

During SHE-roses brown bag lunches, we will continue our conversation on the lives of the women who represent 75 percent of the workforce in nonprofit organizations. Come and bring your lunch as we address issues of equity and how we can fully develop the potential of women seeking to meet the needs of our community. This facilitated conversation's agenda will be set by those who participate.

Fee: Free, but please R.S.V.P.

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Managing Conflict

Thursday, Oct. 15 from 9 a.m.–noon

Conflicts occur every day. The nature of conflict is that it escalates unless we find constructive ways to deal with it. This workshop will provide skills for managing and de-escalating conflict in the workplace and one's personal life by helping participants to:

- Increase the options they have for preparing themselves to better deal with conflict
- Understand conflict dynamics and apply them to determine effective and ineffective strategies
- Develop an awareness of personal attitudes and styles in dealing with conflict
- Practice communication skills that help to prevent and de-escalate conflict

Instructor: Ellen J. DeBenedetti, Mediation Education & Training

Fee: \$65 (\$55 if paid by Oct. 8)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Healing the Wounds: How to Consider Layoffs and Survive

Tuesday, Oct. 20 from 9 a.m.–noon

In a difficult economic climate, most organizations have found it necessary to reduce expenses and services...which often means laying off employees. This action is painful for any organization, but, in the case of nonprofits, there is even greater pain as employees are often seen as "family members" who work for lower pay because of their passion and dedication to the cause. This session will explore alternatives to layoffs, the best practices to

follow if they are necessary, and tips for helping the survivors and the people who manage them to heal so they can keep the organization healthy.

Instructor: Phyllis Hartman, PGHR Consulting

Fee: \$65 (\$55 if paid by Oct. 13)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Nonprofit Supervisors: Problem Solving Workshop

Tuesday, Oct. 27 from 1–4 p.m.

This workshop allows nonprofit supervisors to share experiences and solutions to challenging interpersonal relationships, and build additional skills in human resource management effectiveness. By evaluating and discussing real-life case studies, we will help you gain tools for building teamwork among your staff, improving communication skills, dealing with conflict, motivating staff toward a common goal, giving good feedback and other common issues that supervisors face.

Instructor: Alan James, ESC

Fee: \$65 (\$55 if paid by Oct. 20)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Recruiting and Retaining the Peak-Performing Board

Wednesday, Nov. 18 from 9 a.m.–noon

Where do eager, energetic and enthusiastic board members come from? How do you locate, interest and engage them? Attend this lively, interactive session and learn how to build and constantly nurture a passionately committed, highly effective and thoroughly engaged board of directors. By the conclusion of the workshop attendees will learn how to:

- Embed YOUR board with the characteristics of peak-performing boards
- Create, sustain and constantly improve a passionately committed, highly effective and thoroughly engaged board
- Find and recruit eager, energetic and enthusiastic prospective board members
- Create an effective continuing education program for your board, and
- Much, MUCH more

Instructors: Michael Kumer and Allison Jones, The Nonprofit Leadership Institute at Duquesne University

Fee: \$65 (\$55 if paid by Nov. 11)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Planning for Right Now: Thinking Ahead When It's Hard to Anticipate

Tuesday, Dec. 1 from 9 a.m.–noon

This class will present the principles of effective planning. Even in turbulent times, it's important that organizations have high quality, focused and comprehensive conversations about their future. By using pertinent questions and planning frameworks, participants will be able to understand how to conduct a comprehensive plan. Those who have a plan that may now feel out of date because of all the changes in the economy can learn some key questions to refresh their plan. And for those who lack the time to do a comprehensive plan, this session will discuss how to select key questions for examination. Anticipation is a hallmark of effective leadership. Bring your plans to class!

Instructor: Peggy Morrison Outon, Bayer Center

Fee: \$65 (\$55 if paid by Nov. 24)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

The Governing Board and the Board Chair

Wednesday, Dec. 2 from 1–4 p.m.

Do you know how to get the best from your board? It can be an executive director's most daunting task. We will present principles of effective board leadership and discuss the critical relationship between the board chair and executive director. Talk about this issue with your peers, find out how the most effective boards operate, and learn basic processes to ensure sound governance.

Instructor: Doreen Boyce, Buhl Foundation (retired)

Fee: \$65 (\$55 if paid by Nov. 25)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Ask an Attorney Clinic

60-minute sessions available by appointment

Do you understand all of the terms in your lease? What does your insurance policy really cover? Are your personnel practices a lawsuit waiting to happen? Take advantage of affordable, one-hour consultations at LawLinks' Ask an Attorney clinics. Meet one-on-one with an attorney and discuss legal issues that concern you, like:

- Confusing "legalese" and contract terms
- Employment law and whether your organization's policies and procedures are compliant
- Protecting your organization against lawsuits
- Trademark and copyright protection

Instructor: Varies

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

HR Clinic

60-minute sessions available by appointment

Do your HR policies need updating? Is expansion requiring more staff, more new job descriptions and more care in treating everyone fairly? Maybe you're facing layoffs or have a pregnant staffer and no maternity policy. We help you with these and other issues, including:

- Creating better performance appraisals
- Improving employee relations
- Restructuring benefits and compensation

The session is for any staff person with HR oversight. Bring your HR materials – including employee handbook, performance appraisal form and anything else HR-related – to your appointment.

Instructor: Ray Frankoski, ESC Volunteer

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Finance

Planned Giving: The Basics

Wednesday, Oct. 14 from 9 a.m.–noon

Fundraisers are often paralyzed by fear of the technical and legal details of planned gifts and leery of talking to donors about a gift that involves their death. This session offers simple ways to incorporate planned giving into your fundraising program immediately. Learn why planned giving is important for every development program and how planned giving can improve donor relationships and increase dollars raised – even during tough economic times. Participants will leave this session armed with the information and inspiration to convince themselves, as well as their boss and board that they are ready to start. A useful follow up to this class is “Planned Giving: Beyond the Basics.”

Instructor: Maureen Mahoney Hill, CFRE

Fee: \$65 (\$55 if paid by Oct. 7) or \$90 (\$80 if paid by Oct. 7) for both classes

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Planned Giving: Beyond the Basics

Wednesday, Oct. 21 from 9 a.m.–noon

Are you and your Board ready to move beyond bequests? In this session we’ll explore more complex types of planned gifts including charitable gift annuities and charitable trusts, and we’ll learn how partnering with allied professionals in the community can expand your planned giving program. We’ll dig into your donor base to identify potential planned giving donors and learn to match particular gift options with the needs of your donors. This course is designed as a companion course to the session, “Planned Giving: The Basics.”

Instructor: Maureen Mahoney Hill, CFRE

Fee: \$65 (\$55 if paid by Oct. 14) or \$90 (\$80 if paid by Oct. 7) for both classes

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

How to Manage Your Cash...

Friday, Nov.13 from 9 a.m.–noon

Discover the most effective approach to forecasting your annual cash inflows/outflows and what financial information to include. We will walk through creating a cash flow projection, work through in-class examples, and discuss why planning for cash flow is essential to running a healthy organization. This class is designed for staff accountants, senior management, and board members. So, bring your organization’s budget, a calculator and pencil for this interactive session on creating a tool that will strengthen your organization. Participants are encouraged to take the follow-up class, “...and What to Do with It.”

Instructors: Scott Leff and Garrett Cooper, Bayer Center

Fee: \$65 (\$55 if paid by Nov. 6) or \$80 (\$70 if paid by Nov. 6) for both classes

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

...and What to Do with It

Friday, Nov. 20 from 9 a.m.–10:30 a.m.

Now that you can anticipate your cash inflows/outflows, let us show you the most prudent ways to protect and grow those new reserves you're building up. Our expert panel will identify various investment products, discuss risks and returns associated, and share information on cash management best practices. This is one class you can't afford to miss! Though not a prerequisite, participants are encouraged to take "How to Manage Cash..." prior to taking this course.

Instructors: Scott Leff and Garrett Cooper, Bayer Center; Thomas R. Moore, Greycourt & Co.; Mark D. Sullivan, First National Bank
Fee: \$25 (\$20 if paid by Nov. 13) or \$80 (\$70 if paid by Nov. 6) for both classes
Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Bagels and Bytes

Join your nonprofit techie colleagues for a new season of this popular gathering. We continue our discussion of managing and maintaining your IT. If you're responsible for your nonprofit's technology challenges, you're someone we want to know! Visit <http://tinyurl.com/bagelsandbytes> for more information.

Managing Your Books Using QuickBooks

Thursday, Sept. 10, Tuesday, Sept. 15, Thursday, Sept. 17 from 9 a.m.–noon

If you're the financial manager or bookkeeper of a smaller nonprofit (30 employees or fewer), QuickBooks is your solution for keeping track of all things fiscal. We teach you how to:

- track expenses and manage restricted and unrestricted income
- reconcile bank statements
- create basic financial statements and board reports
- complete IRS 990s

This class is intentionally small, so bring lots of questions. We answer them. Basic accounting knowledge is recommended for this course.

Instructor: Kathy Mahoney
Fee: \$180 (\$165 if paid by Sept. 3)
Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Beginning Web Design with Adobe Dreamweaver

Wednesday, Sept. 30 from 9 a.m.–4 p.m.

Are you a website novice who needs to know how to design a basic website that works? Adobe Dreamweaver is the answer. This session is for beginners. Nonprofit staff with no previous web design experience and web design staff who want to learn Dreamweaver are welcome.

Instructor: Cindy Leonard, Bayer Center
Fee: \$125 (\$115 if paid by Sept. 23)
Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Learning the Language of Website Accessibility

Tuesday, Oct. 6 from 9 a.m.–noon

How do you make sure your website is accessible to people with disabilities? Locate the resources you'll need to develop an accessible website in-house, or learn the appropriate

acronyms and buzzwords to effectively communicate your website's accessibility goals to your developer. Nonprofit marketing and web design staff as well as beginning website developers are welcome.

Instructor: Tiffany Kuchta, Allegheny Graphics Web Development, LLC

Fee: \$65 (\$55 if paid by Sept. 29) per session or \$90 (\$80 if paid by Sept. 29) for the whole day

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Learning the Language of Website Accessibility...Literally

Tuesday, Oct. 6 from 1–4 p.m.

This class focuses on the underlying theories of website accessibility and their practical implementation, including an in-depth review of the W3C Web Content Accessibility Guidelines and hands-on instruction. Learn how to use XHTML, CSS and Adobe Dreamweaver to create an accessible website. Nonprofit marketing and web design staff as well as beginning/intermediate website developers welcome. The morning session, "Learning the Language of Website Accessibility," is a prerequisite for this course.

Instructor: Tiffany Kuchta, Allegheny Graphics Web Development, LLC

Fee: \$90 (\$80 if paid by Sept. 29) for the whole day

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Get Good Geeks

Thursday, Oct. 8 from 9 a.m.–noon

Your organization brings extensive expertise to meeting your mission, but sometimes you need outside information technology (IT) experts. When it's time to buy new technology or hire someone for an IT project, the process can be intimidating. It can feel like you need to learn an entirely new language. And maybe break the bank. This workshop will lay out step-by-step what you can do to build a successful relationship with an IT vendor. You will leave the workshop with more confidence in your ability to make good IT decisions and get your organization's needs met for a fair price.

Instructor: Jeff Forster, Bayer Center

Fee: \$65 (\$55 if paid by Oct. 1)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Website Accessibility: A User's Perspective

Monday, Oct. 12 from 1–4 p.m.

Nearly 20 percent of Americans have some form of disability. While some websites are very easy to navigate, others are built in ways that make them cumbersome and problematic, keeping some users out. Nonprofits need to consider website accessibility in terms of their clients, staff, board members, donors, and volunteers. Learn to improve the website experience for users with disabilities by working with the most common assistive technology tools for the Internet, including screen readers, magnifiers and devices for those who cannot use a traditional mouse and keyboard. The Bayer Center partners with the FISA Foundation to provide this workshop.

Instructor: Dr. Richard Simpson, University of Pittsburgh

Fee: \$65 (\$55 if paid by Oct. 5)

Location: Center for Assistive Technology, UPMC Health System, Forbes Tower, Suite 3010, 200 Lothrop St. (Oakland)

TechNow

Thursday, Oct. 29 from 8:30 a.m.–3:30 p.m.

TechNow is the only event of its kind in the region: an entire day devoted to technology in nonprofits. Not just for techies, TechNow features useful information and stimulating conversation for executives, board members, finance people and fundraisers.

This year, we will be joined by Mr. Ami Dar, the founder and executive director of Idealist.org. Built in 1996 with \$3,500, Idealist has become one of the most popular nonprofit resources on the web, with information provided by 90,000 organizations around the world, 70,000 visitors every day, and a staff of 60 in New York, Buenos Aires, and Portland. Ami plans to speak about how nonprofits can successfully collaborate, accomplishing more with fewer resources. We are delighted to be hosted by Robert Morris University at our very own Sewall Center, located on RMU's Moon Township campus. The Moon Township campus is near the Pittsburgh International Airport and is easily reached via car or Port Authority bus.

More details are available online at <http://technow2009.wordpress.com>

Fee: \$100 (\$90 early bird special if paid by Oct. 8)

Location: Sewall Center at Robert Morris University, Moon Township

Managing Client Information with Microsoft Access

Tuesdays, Nov. 5, Nov. 12, Nov.19, Dec. 3 from 9 a.m.–noon

Service information: whom you serve, how you do it and its impact on individuals, your organization and the community. Funders demand it, and planning can't happen without it. Learn how to:

- Track the clients you serve and how you serve them
- Track service impact
- Arrange records in household groups
- Store outcome measurements
- Create mail merges, rosters, discharge lists and analytical reports

We help you build a client management database template to get you started. No prior database knowledge necessary.

Instructor: Jeff Forster, Bayer Center

Fee: \$240 (\$220 if paid by Oct. 29)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

The Basics of Online Fundraising for Nonprofits – Webinar

Tuesday, Nov. 10 from 2–3:30 p.m.

In this season of technological change, having an effective website is a crucial component of a communications plan. Your website can drastically increase the awareness of your mission, and online giving can help to fund it. Discover the advantages of online fundraising versus traditional methods and hear real-world success stories of nonprofits that are harnessing the power of the internet. Attendees will receive an overview of available online donation tools and tips on how they can implement these tools in their organizations today.

Instructor: Jay Wilkinson, Firespring

Fee: FREE, but registration is required

Location: Your desk, local coffee shop, or wherever you park your laptop

Advanced Excel 2007

Tuesday, Nov. 17 from 9 a.m.–noon

The deeper you go into Excel, the more directions you can pursue. This session goes beyond the typical functions of Excel and into more magic, time-saving techniques you may not have used before.

- Locking cells
- Pivot tables
- Advanced functions
- Conditional formatting - highlighting cells automatically based on their values
- Customizing charts beyond the wizard

Instructor: Jeff Forster, Bayer Center

Fee: \$65 (\$55 if paid by Nov. 10)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

It's Easier to be "Green" than You Think!

Thursday, Dec. 10 from 9 a.m.–noon

Adopting a culture of sustainability and realizing both the environmental and economic benefits of energy conservation and "green" technologies aren't limited to just large organizations. This class is designed especially for small to medium sized nonprofits that have a strong desire to reduce their energy and water consumption but lack either the on-site staff or expertise to get started. You will learn about energy management strategies that can be put into practice immediately, as well as opportunities for on-site renewable energy technologies for both existing and new construction.

Instructor: Walter Jenkins, GreenBridge Energy Consortium, LLC

Fee: \$65 (\$55 if paid by Dec. 3)

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Does Your Website Work?

60-minute sessions available by appointment

Your website may seem just fine to you, but maybe it's time you had an outsider's take on it. Sit down with our website expert as she provides an honest (and kind) assessment of your site and recommends changes that may improve it.

Instructor: Cindy Leonard, Bayer Center

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Dreamweaver Clinic

60-minute sessions available by appointment

Have a great idea for a website, but no idea how to build it? Bring those Dreamweaver challenges and questions to our maven, and we'll help you create the site of your dreams!

This problem-specific clinic is for all levels of current Dreamweaver users.

Instructor: Cindy Leonard, Bayer Center

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Now What? A Clinic on Access Databases

60-minute sessions available by appointment

Struggling with an Access database that came with the job and doesn't make sense to you? Built a database that's grown completely out of control? Bring a copy of that problematic database, and we'll help you make sense of it. Our database guru will:

- Examine and assess its structure and functionality
- Recommend whether to scrap it and start over, buy something off-the-shelf, or clean it up and continue to use it
- Build in some specific tracking and search features if you decide to keep using it

For intermediate to advanced Access users.

Instructor: Jeff Forster, Bayer Center

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

PowerPoint Clinic

60-minute sessions available by appointment

There is always room to improve the visuals that we use to aid our presentations. Get one-on-one help to make that presentation sing. Clinic can be used for step-by-step instruction on particular techniques (e.g. formatting, animation, incorporating media) or to workshop an existing presentation for ways to punch up its informative and persuasive power.

Instructor: Jeff Forster, Bayer Center

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Excel/Spreadsheet Clinic

60-minute sessions available by appointment

Other people work magic with spreadsheets; so can you! For complete beginners to advanced users with specific questions, this clinic is your opportunity to become the Excel magician you've always wanted to be! We'll teach you handy tricks of the trade that save time and effort.

- Write time-saving formulas so that you never have to hand-tally again
- Read formulas in existing spreadsheets and follow those crazy links
- Format your spreadsheets for readability
- Use spreadsheets to dynamically analyze scenarios

Bring your questions – or even better – a spreadsheet you want to improve.

Instructor: Jeff Forster, Bayer Center

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610

Web 2.0 and Social Media Clinic

60-minute sessions available by appointment

Have you just been handed responsibility for your organization's activities in the realm of social media? Are you baffled and unsure how to begin? Let our social media guru mentor you one-on-one, and you'll be an active social media user in no time! Whether you are attempting to use popular social media tools (such as Twitter, Facebook, YouTube, or Flickr), need help setting up a blog or a wiki, or need assistance with social media strategy, our expert can help.

Instructor: Cindy Leonard, Bayer Center

Fee: \$50

Location: Bayer Center for Nonprofit Management - 425 Sixth Avenue, Suite 2610