

## INCREASE YOUR NONPROFIT/BUSINESS FUNDING WITH THE RIGHT COMPUTER SOFTWARE!

*(All participants will receive courtesy discount coupons for Best Buy products)*

### **Topic: Create Power Point Presentations That Sell You Audience!**

**Date: Monday, April 20<sup>th</sup>, 2008**

**Time: 2:00 p.m. – 4:00 p.m. (Library  
Board Room)**

Decrease time spent on your presentations by making use of voice recognition software such as Dragon Speak. Increase brainstorming and note taking productivity through the use of these products. Learn the benefits of proper slide show design through Microsoft Power Point, and take advantage of its unique graphics features to wow your audience.

**Facilitators:** Professional Staff from Best Buy and the Geek Squad.

### **Topic: Wow Them with the Right Look For Your Grant Proposal!**

**Date: Monday, April 27<sup>th</sup>, 2008**

**Time: 2:00 p.m. – 4:00 p.m. (Library  
Board Room)**

Whether it's a grant proposal, business plan, or advertisement, you'll need the right tools to create a layout that sells. This lesson will introduce you to programs such as Microsoft Publisher that will help you create professional documents for your organization. Also learn about Adobe Acrobat, and about ways to structure handouts, and create secure digital versions of your work.

**Facilitators: Professional Staff from Best Buy and the Geek Squad.**

### **Sponsoring Partner:**

**Best Buy Co Inc.**, 300 Shoppes At Stroud,  
Route 611, Stroudsburg.



All trainings will be held at the  
Eastern Monroe Public Library  
1002 North Ninth Street (Route 611)  
Stroudsburg, PA

**PRE-REGISTRATION IS REQUIRED  
SPACE IS LIMITED  
\$20 Materials Fee for each Workshop  
\$50 ENTIRE SERIES**

**To register call: 888-272-7083 or e-  
mail:**[communitypartnersofthepoconos@gmail.com](mailto:communitypartnersofthepoconos@gmail.com)

### **Topic: Stay In Touch With Your Clients And Save Your Travel Budget!**

**Date: Monday, May 4<sup>th</sup>, 2008**

**Time: 2:00 p.m. – 4:00 p.m. (Library  
Board Room)**

Learn how to stay in touch with your clients and stakeholders without leaving your office or home computer using Microsoft Outlook. Save yourself the travel arrangements, and use Video Conferencing to reach an audience in any location.

**Facilitators: Professional Staff from Best Buy and the Geek Squad**

Program materials fee supports the tax-exempt, nonprofit work of Community Partners of the Poconos (CPOP) Training workshops provide information on various aspects of nonprofit management, including program start-up and operation, governance, human resources, fundraising, grant writing, financial management, and advocacy.

Training Workshops are organized and facilitated by Community Partners of the Poconos (CPOP).

Visit us at [www.communitypartnersofthepoconos.org](http://www.communitypartnersofthepoconos.org). to view a list of available trainings. Co-sponsor and host CPOP trainings in your area and receive two free participant spots for your staff or board members. Hosts provide sites and help publicize events. Contact us for availability.