**LEGISLATIVE OPERATIONS FOR CONGRESSIONAL STAFF**

***DAY ONE: Friday, May 21, 2021***

*9:30-10am Introductions and Program Overview*

*10-11am Basic Legislative Staff Toolbox*

*11-11:10am Break*

*11:10-noon Staffing the Member*

*noon-1pm Lunch*

*1-1:50pm Communicating with Constituents through Mail*

*1:50-2pm Break*

*2-3pm History and Role of Congressional Staff*

3-3:15pm *Wrap up of Day 1*

**LEGISLATIVE OPERATIONS FOR CONGRESSIONAL STAFF**

***DAY TWO: Thursday, June 3, 2021***

*9:45-10:00 Day 2 Program Overview*

*10-10:50 Working with Outside Groups*

*10:50-11am Break*

*11-noon Working with Executive Agencies*

*noon-1pm Lunch*

*1--1:50 Working with Committees*

*1:50-2pm Break*

*2-2:50pm Demystifying the Appropriations Committee*

2:50-3:40 *Demystifying the House Rules Committee (House staff); Operations in a Senate Office (Senate staff)*

*3:40-3:50 Wrap up of program*