**LEGISLATIVE OPERATIONS FOR CONGRESSIONAL STAFF**

***DAY ONE:***

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

*10-11am Staffing the Member*

*11-11:10am Break*

*11:10-noon Working with Committees*

*noon-1pm Lunch*

*1-1:50pm Demystifying the Appropriations Committee*

*1:50-2pm Break*

*2-3pm Basic Legislative Staff Toolbox*

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

**LEGISLATIVE OPERATIONS FOR CONGRESSIONAL STAFF**

***DAY TWO:***

*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 Communicating with Constituents through Mail*

*1:50-2pm Break*

*2-2:50pm History and Role of Congressional Staff*

2:50-3:40 *Demystifying the House Rules Committee*

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

*(Please note: Dates, times, and presenters are subject to change)*