



## LEGISLATIVE OPERATIONS FOR CONGRESSIONAL STAFF

**DAY ONE: Monday, June 6**

8:30-9:00 *Registration and coffee*

9:00-10:00 *Nature/History of Congress*

- Brief overview of how Congress has evolved into the institution we now know
- What drives Members and offices
- How chamber rules affect operations

10:00-11:30 *Basic Legislative Staff Toolbox*

- How to develop floor vote recommendations for your Member
- Conducting legislative research beyond ProQuest and Congress.gov
- How to develop legislative ideas and working with Legislative Counsel to draft bills
- Finding legislative vehicles for the Member's priorities
- Getting Dear Colleague signatures
- Writing briefing memos for votes, meetings, and district events

11:30-12:45 *Lunch*

12:45-1:45 *Managing Staff*

- Managing other staffers and interns
- How to offer positive and constructive feedback and foster a sense of teamwork in hectic Hill environment
- Running productive legislative staff meetings
- Mentoring staff and interns

1:45-2:00 *Break*

2:00-3:30 *Mail Management Systems*

- How to develop a successful, efficient mail system that meets the objectives of the office
- Creating internal deadlines and agreed-on procedures to meet the overall turnaround time
- Tips and tricks for avoiding pitfalls that jam up the mail process
- The importance of standard letter protocols, batching, and coding
- A strategic approach to mail
- How to create a mail manual (and why every office should have one)

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**DAY TWO:**     ***Friday, June 17***

**8:30-9:30**     *Demystifying the Appropriations Committee*

- How the Appropriations Committees operate
- Procedure for submitting appropriations requests
- How/when best to communicate

**9:30-10:30**    *Demystifying the House Rules Committees*

- Understanding the role of the Rules Committees in the legislative process
- Staffing the Member at a Rules Committee appearance

**10:30-10:45**     *Break*

**10:45-11:45**    *Working with Agencies*

- Understanding the relationship between your office and agency congressional relations staff
- Effective communications with the staff of regional/state/field offices
- Understanding how agency decisions are made
- Understanding the federal grant process
- Knowing the difference between career and political staff

**11:45-1:00**     *Lunch*

**1:00-2:00**     *Working with Committees/Staffing the Member's Committee*

- Preparing the Member for a hearing or markup
- Developing opening statements, witness questions, amendments
- Working with committee staff to advance Member's legislative priorities
- Working with staff of committees on which Member doesn't serve

**2:00-3:00**     *Working with Outside Groups*

- Appreciating the role of advocacy in the legislative process
- Prioritizing and conducting meetings with outside groups
- Understanding the different advocacy groups (corporate, nonprofit, membership organizations)
- Building networks with outside groups to help advance the Member's legislative agenda

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