

*TheCapitol.Net's Executive Conference:*  
**Preparing and Delivering Congressional Testimony**

***Presented for (national association)***

*(Agenda from a custom program designed for a national association in 2001. To have a program tailored for your organization, contact us.)*

Washington, DC

**8:30 Welcome and Introduction**

*TheCapitol.Net*

**8:35 Committee Action and the Hearing Environment**

*Congressional affairs and procedures specialist*

This session will set the context of congressional hearings by briefly reviewing the role of committees and the hearing process in the work of Congress. The speaker will review the types of committees; the work of subcommittees; types of committee hearings (informational, legislative, investigative, oversight, public relations); committee markup of legislation; and committee reports. This session will also examine the role that committee chairman and committee staff play in deciding the subject matter of hearings, selecting witnesses, and preparing questions for committee members to ask.

**9:45 Break**

**10:00 Congressional Hearings: A Staff Perspective**

*Two Staffers from congressional committees*

A panel of committee staff members will discuss the work of their committees, briefly outlining their organization. The speakers will then focus on how these committees prepare for hearings, what staff and members expect from witnesses, the differences between authorization and appropriation hearings, and the nature of the relationship between the committees and outside interests. Most importantly, the staffers will discuss what they and members of Congress believe makes effective testimony, and provide suggestions for preparing for congressional hearings.

**11:00 Lunch**

**12:00 Testimony Preparation**

*Debate and testimony expert*

The speaker will discuss all aspects of testimony preparation, including research preparation, the process of persuasion and the nature of argument. Interactive group exercises will be used to demonstrate sound arguments.

**1:30 Break**

**1:45 Testimony Delivery**

*Debate and testimony expert*

The speaker will review a "testimony worksheet" with participants and will walk them through effective delivery techniques. Speaker also will discuss witness/member of Congress dynamics and the "art" of responding to questions.

**3:00 Break**

**3:15 Effective and Non-effective Testimony and Question-and-Answer Techniques**

*Debate and testimony expert*

Participants will view videotapes of actual congressional hearings. A testimony/debate expert will critique the witnesses' formal presentations/reading of testimony as well as their responses/reactions during the question-and-answer session.

**4:30 Complete Evaluations/Program Concludes**

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