



Strategies for Working with Congressional Staff Communicating Effectively with Capitol Hill

Learn to build relationships with those who can make or break your organization's efforts.

Congressional staff are not just *your* staff's way through a member's door—congressional staff *are* the door. How does *your* staff get results from these vital behind-the-scenes players?

Sample Agenda

9:00 Welcome and Introduction

9:05 The Role of Congressional Staff: A Member's Perspective

A former member of Congress will present what a member expects from his staff.

- How members rely on staff to deal with large amounts of incoming mail; handle fund-raising and press operations; advance the member's legislative agenda and political agenda; help the member get re-elected, and more.

10:10 Break

10:20 Tools and Techniques for Communicating Effectively with Congressional Staff

- The tools and techniques that you can use to communicate with congressional staff.
- Practical suggestions for making the most of meetings with staff, including how to set-up a meeting, who should attend, and how to follow-up after the meeting.
- The important "do's" and "don'ts" of interacting with Congress.

11:35 Break

11:45 The Work of Personal and Committee Staff

- A panel of congressional staff members will discuss the positions and responsibilities of committee and personal staff, the organization of congressional offices and the work environment on the Hill.
- What staffers need or expect from outside interests, and how to build a strong working relationship with staffers.

1:00 Complete Conference Evaluations; Conference Concludes

We'll discuss what has changed since September 11, and which communication methods you must use in this new security-conscious environment.

- Understand the do's and don'ts you need to know when developing relations with congressional offices.
- Learn the differences between personal and committee staff.
- How to schedule, prepare for and effectively conduct meetings with staff.
- Find out which common mistakes *will* alienate staff and members alike.

"Will greatly improve my ability to establish and maintain relationships with staff." *Public Policy Fellow, APA*

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Sample Agendas: See how others have used our training. Selected sample agendas from actual programs designed for previous clients are on our web site at www.SampleAgendas.com

Customization provides confidentiality and allows organization-specific issues to be addressed by the instructors.

Faculty: Our primary instructors for this course include experienced Hill veterans and former members of Congress.

When: Requires four hours to one full day.

Questions: For more information and to get a custom program quote and date availability, call 202-678-1600.

