

## Rave Reviews

**“One of the best courses I’ve taken under government sponsorship.”**

*Program Director, FAA*

**“Great and insightful presentations. Wonderful workshop! Thanks for attention to details.”**

*Chief of Contracting,  
U.S. Air Force*

**“Understanding the ‘players’ and the processes used by Congress will help our staff improve our responses to Congress on our programs.”**

**“Excellent choice of presenters. Would recommend this workshop to anybody interested in learning how Washington really works.”**

*Program Manager, FAA*

**“What an outstanding 3 days! A wonderful use of my time. All aspects of this program were useful.”**

*Director, Public Affairs,  
Fortune 500 company*

# Capitol Hill Workshop

## Politics, Policy, and Process

Congressional decision-making is driven by politics, policy and process. In this engaging workshop, Washington-based experts discuss the 3 P’s and help you understand the complete policy-making process.

You’ll leave with a solid understanding of:

- Congressional operations and the legislative process
- How public and foreign policy become law
- Congressional politics and leadership
- Congressional budgeting today
- The role of OMB in the legislative process
- Effective communication with Congress
- How the media covers the Hill, Pentagon, and White House
- Current campaign and election trends
- How members of Congress advance their legislative, public policy and political agendas
- How personal and committee staff work
- How you can build win/win relationships with staffers

*This course is designed for GS-12 and above, military officers, supervisory personnel, and Leadership Development participants, to meet these Leadership Competencies:*

Strategic Vision, Planning and Quality • Setting Work Priorities  
Identifying/Integrating Key Issues • Managing Budgetary Processes  
Balancing National/Local Interests • Senior Level Communication  
Problem Anticipation/Adjustment

### Time and Dates

8:30 am to 4:00 pm all 3 days

- March 3-5, 2010
- June 9-11, 2010
- September 22-24, 2010
- November 17-19, 2010 (Election focus)
- March 2-4, 2011

See web site for course location in Washington, DC.

**Registration Fee:** \$1295

To register, fax or mail completed registration form on inside back cover, or online.



Approved for 1.7 CEU credits from George Mason University.



Workshop materials include the Training Edition of the *Congressional Deskbook*, and the then-available *Congressional Directory*.

Course URL and secure online registration:  
[thecapitol.net/chw.htm](http://thecapitol.net/chw.htm) or [CapitolHillWorkshop.com](http://CapitolHillWorkshop.com)

## Capitol Hill Workshop Sample Agenda

### Day One

- 8:30 The Dynamics of Congress
- 9:45 Break
- 10:00 Today's Legislative Process and Congressional Operations
- 12:00 Networking Lunch
- 1:15 Politics and Leadership in the Current Congress
- 2:30 Public Policy and Foreign Policy Making in Congress and in Washington
- 4:00 Day One Concludes

### Day Two

- 8:15 Welcome and Directions
- 8:30 Attend Congressional Hearings
- 11:30 Networking Lunch
- 12:30 Influencing Washington:  
Communicating Effectively with Congress
- 1:30 Break
- 1:45 Presidential-Congressional Relations
- 2:45 Break
- 3:00 Campaign and Election Trends and Election Update
- 4:00 Day Two Concludes

### Day Three

- 8:30 Congressional Budgeting Today
- 9:30 Break
- 9:40 Congressional Budgeting Today (continued)
- 10:30 Break
- 10:45 How the Media Covers Washington:  
The White House, Capitol Hill, and the Pentagon
- 11:55 Networking Lunch
- 1:00 A Member's Perspective on Politics and Policy
- 2:10 Break
- 2:20 The Work of Personal and Committee Staff
- 4:00 Complete Evaluations and Workshop Concludes

## Rave Reviews

**"Excellent course. Every Federal Manager should take it."**

*Deputy Director,  
Office of Competitive  
Sourcing Acquisition, FAA*

**"I was able to get 'real-world' insight into the actual operations of Congress. It was awesome."**

*Group Manager,  
Government Agency*

**"Taught me how to communicate effectively with House and Senate members."**

*Workshop Attendee,  
Navy Sea Systems*

**"What an extraordinary group of [faculty]. All were extremely dynamic."**

*Senior Administrator, Lawrence  
Livermore National Laboratory*

### Related Training:

- Drafting Effective Federal Legislation and Amendments
- How to Research and Compile Legislative Histories
- Strategies for Working with Congress
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- Understanding Congressional Budgeting and Appropriations
- Update on the 111th Congress, 2010

Course URL and secure online registration:  
[the-capitol.net/chw.htm](http://the-capitol.net/chw.htm) or [CapitolHillWorkshop.com](http://CapitolHillWorkshop.com)

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