

# Drafting Effective Federal Legislation and Amendments

## A Hands-on How-to Program

This course helps anyone draft and revise bills and amendments, with lessons especially useful to those who prepare reports, legislation and other documents. In this course, instructors explain the role of the OMB, examining various formats and exploring ways to choose the most appropriate one for your issue.

We discuss how to:

- Define your audience and broaden your measure's appeal
- Assess existing law and policy objectives before putting pen to paper
- Structure bills and amendments to streamline the drafting process
- Comply with the U.S. Code rules of construction, style, grammar and punctuation guide
- Use drafting styles that work in your favor
- Apply drafting language to your ideas and goals via hands-on exercises

*Leadership Competencies emphasized in this course:*

Influencing/Negotiating • Strategic Thinking  
Written Communication

## Agenda

- 9:00 Preparing to Put Pen to Paper  
11:15 Organization and Structural Guidelines  
12:00 Networking Lunch  
1:00 Drafting "Rules," Style and Practical Tips  
2:10 OMB Approval and Transmittal Processes for Federal Agencies  
2:25 Mini-Practicum  
3:10 Legislative Drafting Practicum: Putting Your Skills to the Test  
4:10 Insights, Observations and Suggestions  
4:30 Complete Evaluations; Course Concludes

### Time and Date

9:00 am to 4:30 pm

- July 21, 2010

See web site for course location in Washington, DC.

**Registration Fee:** \$595

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



Approved for .6 CEU credits from George Mason University.



Course materials include the Training Edition of the *Legislative Drafter's Deskbook*, by Tobias A. Dorsey, and other course materials.

## Rave Reviews

**"Even for individuals involved in legislation on a daily basis, this program has something for everyone."**

*Associate Director, American College of Cardiology*

**"Will directly aid in my legislative drafting skills."**

*Deputy Director, Legislative Reference Service, DoD*

**"Excellent! Really enjoyed the practical exercises. Very helpful, excellent instruction."**

**"We have been on the fringe of legislative drafting. This will help us move into this arena effectively."**

*Director of Federal Affairs, HIMSS*

**"Have a much better understanding of presenting alternatives to proposed legislation. The materials are wonderful."**

## Related Training:

- Writing to Persuade
- Congressional Dynamics and the Legislative Process
- Writing for Government and Business: Critical Thinking and Writing
- How to Research and Compile Legislative Histories
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas

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

703-739-3790  
[www.thecapitol.net](http://www.thecapitol.net)

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