

Rave Reviews

“Provides additional avenues to information and new ways to use the web more effectively.”

Research Analyst, National Marine Manufacturers Association

“I learned some really great techniques and tips today.”

Public Policy Manager, United Health Care

“[This program will] help me manage the massive amounts of info that I receive by giving me tools to be more efficient. Exposed me to resources that I didn't know about and gave me lots of ideas on how to be more efficient and better organized. I will always come back to TheCapitol.Net and encourage my colleagues to do so.”

Senior Policy Associate, National Recreation and Park Association

Related Training:

- Congressional Dynamics and the Legislative Process
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- How to Research and Compile Legislative Histories
- Congress in a Nutshell

Research Tools and Techniques

Refining Your Online and Offline Searches

What to do when you're told "Find out about this!"

Are you among the 80 percent of professionals who haven't received research skills training? This course helps anyone responsible for researching at any Washington-area organization, whether an agency, association, business, elected official or nonprofit.

Our introductory course is designed for anyone who wants to improve their online and offline searches.

You'll gain:

- An overview of online searching, telephone and email research
- A review of legislative, judicial, regulatory, factual and international research
- A review of public and private information sources



WiFi Classroom: You will have a "hands-on" opportunity to follow our faculty and navigate the Internet with one of our laptop computers (first 20 registrants to sign in at program).

Leadership Competencies emphasized in this course:
External Awareness • Technology Management

Agenda

- 9:00 Search Techniques: Going Beyond Google
- 10:20 Break
- 10:30 Federal Legislative Sources
- 11:30 Courts and Judicial Sources
- 12:30 Lunch on your own
- 1:30 Federal Agencies, Administrative and Regulatory Sources
- 2:30 Break
- 2:40 Identifying Information Sources; People Interviewing Tips
- 3:30 Review of Online Search Tips, and Q&A
- 4:00 Complete Evaluations; Course Concludes

Time and Dates

9:00 am to 4:00 pm

- December 15, 2009
- December 15, 2010

See web site for course location in Washington, DC.

Registration Fee: \$395

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



.6 CEU

Approved for .6 CEU credits from George Mason University.



Includes the Training Edition of *Real World Research Skills, Second Edition*, by Peggy Garvin.

Course URL and secure online registration:

thecapitol.net/rs.htm or WashingtonResearchSkills.com

EXPRESS REGISTRATION AND ORDER FORM

Please make photocopies for additional registrations and orders.

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