

# How to Find, Track, and Monitor Congressional Documents

## Going Beyond Thomas

Are you responsible for finding legislative documents? Do you know which online resources are most useful for your particular task? Do you need to know alternative methods for monitoring legislative changes and ways to better utilize your resources (saving time in the process)?

This course helps students:

- Quickly locate and use online and print congressional documents corresponding to each step in the legislative process
- Effectively track, monitor or research legislation
- Research and analyze legislative history
- Delve beyond monitoring legislation in the news and track real-time progress in Congress

You'll learn different types and versions of bills, committee and conference reports, and leadership documents. Students also find out about The Congressional Record, Congress's official activity account. Learn about legislation tracking, monitoring and the complexities of how a bill becomes a law.



**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 Overview of Congressional Documents
- 10:10 Committee Documents
- 10:45 Leadership Documents and Legislative Advisories
- 12:00 Research Tools, Search Tips, and Web Sites
- 1:00 Complete Evaluations; Course Concludes

### Time and Dates

9:00 am to 1:00 pm

- December 4, 2009
- June 24, 2010
- September 17, 2010
- December 14, 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.

.4  
CEU



Approved for .4 CEU credits  
from George Mason University.

Includes extensive course manual of more than 200 pages, including material from the Training Edition of the *Congressional Deskbook*.

## Rave Reviews

**"The reference materials alone are worth the trip to DC!"**

**"Outstanding insight and essential practical advice on how to effectively navigate through the sometimes overwhelming myriad of congressional documents."**

Senate Fellow,  
U.S. Coast Guard

**"I can look at documents and have a better understanding of what they mean and how to deal with them. They don't seem so much like Greek."**

Congressional Researcher,  
Litton Industries

**"Picked up lots of new info, also developed new ideas. Lots of new web sites to review."**

Legislative Research  
Specialist, USDA

## Related Training:

- Advanced Legislative Procedure
- Congressional Dynamics and the Legislative Process
- How to Research and Compile Legislative Histories
- Research Tools and Techniques: Refining Your Online and Offline Searches
- Congress in a Nutshell

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

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

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