

Courses

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, national security and the Pentagon, and the 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

 *This is a required course for the Certificate in Communication and Advocacy and for the Certificate in Congressional Operations.*

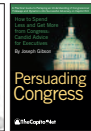
This Capitol Hill Workshop is available for custom on-site training on GSA Advantage® as a 1- to 5-day program.

**Contact us for details:
703-739-3790, ext. 112.**



1.7
CEU

Approved for
1.7 CEUs from
George Mason University.



Workshop materials include the Training Editions of the *Congressional Deskbook*, *Persuading Congress, Lobbying and Advocacy*, and the then-available *Congressional Directory*.

Time and Dates

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

- November 16–18, 2011
 - March 7–9, 2012
 - June 13–15, 2012
 - September 19–21, 2012
 - November 14–16, 2012: Special 2012 Election Capitol Hill Workshop, see page 8.
 - March 6–8, 2013
- 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.

“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 three days! A wonderful use of my time. All aspects of this program were useful.”

*Director, Public Affairs,
Fortune 500 company*



“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 Federal Legislation and Amendments
- Advanced Legislative Drafting
- How to Research and Compile Legislative Histories
- Strategies for Working with Congress
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- Preparing and Delivering Congressional Testimony
- Understanding Congressional Budgeting and Appropriations
- Update on the 112th Congress, 2012
- The New Congress 2013

Sample Topics

Day One

- The Dynamics of Congress
- Today’s Legislative Process and Congressional Operations
- Politics and Leadership in the Current Congress
- Public Policy and Foreign Policy Making in Congress and in Washington

Day Two

- Attend Congressional Hearings
- Washington Advocacy: Communicating Effectively with Congress
- Presidential-Congressional Relations
- Campaign and Election Trends and Election Update
- A Member’s Perspective on Politics and Policy

Day Three

- Congressional Budgeting Today
- How the Media Covers Washington: The White House, Capitol Hill, and National Security and the Pentagon
- The Work of Personal and Committee Staff

One or two separate lunch presentations are included: 1) a historical perspective of the overthrow of House Speaker Joseph Canon in 1910; and 2) a discussion of Congressional hearings and testimony—the dynamics of the hearing process and what makes for effective testimony. These lunch presentations may vary depending on current events and scheduling.

Courses

"This seminar was an eye-opener."

Workshop Attendee, United States Marine Corps

"Provides excellent insight into legislative workings of Congress which will only improve our abilities to work with Congress."

Chief of Contracting, U.S. Air Force

"Best seminar ever."

Systems Analyst, DFAS

"Excellent program—very informative with entertaining, knowledgeable speakers from different backgrounds."

Government Relations Analyst, TRW, Inc.

"Brings realism to congressional environment. All the components of this workshop were very useful."

Policy Analyst, DoD

Related Training:

- The Defense Budget
- Drafting Effective Federal Legislation and Amendments
- Strategies for Working with Congress
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas

Capitol Hill Workshop 2012 Election

This workshop includes all of the topics covered in our Capitol Hill Workshop, with a greater focus and emphasis on the 2012 elections. Capitol Hill Workshop: 2012 Election is of particular interest to anyone needing more background on how Capitol Hill really works or early insight into the 113th Congress.

This course is designed for GS-12 and above, military officers, supervisory personnel, and Leadership Development participants, to meet these Leadership Competencies: Setting Work Priorities Strategic Vision, Planning and Quality • Managing Budgetary Processes Identifying/Integrating Key Issues • Problem Anticipation/Adjustment Balancing National/Local Interests • Senior Level Communication

Topics

Day One

- The Dynamics of Congress
- Today's Legislative Process and Congressional Operations
- Politics and Leadership in the New Congress: Winners, Losers, and What the Election Means for the 113th Congress
- Public Policy and Foreign Policy Making in Congress and in Washington

Day Two

- Presidential-Congressional Relations: Implications for the Relationship Between the New Congress and the White House
- Outcomes of the 2012 Election and Campaign and Election Trends
- Washington Advocacy: Communicating Effectively with the New Congress
- How the Media Covers Washington: The White House, Capitol Hill, National Security, and the Pentagon
- A Member's Perspective on Politics and Policy

Day Three

- Congressional Budgeting Today
- The Role of OMB in the Legislative Process
- Polling in America
- The Work of Personal and Committee Staff



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This Capitol Hill Workshop is available for custom on-site training on GSA Advantag[®] as a 1- to 5-day program.

Contact us for details:
703-739-3790, ext. 112.

Time and Date

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

- November 14–16, 2012

See web site for course location in Washington, DC.

Registration Fee: \$1495

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

Course URL and secure online registration:

TCNCHWE.com or ElectionCapitolHillWorkshop.com

This course can be tailored for custom, on-site training for your organization, and is available on GSA Advantag[®].

Custom, On-Site Training

Capitol Hill Workshop

**“Excellent speakers/
experts, timely
information,
organization, breadth
of topics covered.”**

—Senior Materials Engineer,
U.S. Government

**“I initially dreaded
spending four days
away from the office
in a seminar but
now consider the four
days the best I have
experienced all year.
I learned so much—
general and specific.
Got great ideas and ways
of working with the Hill.”**

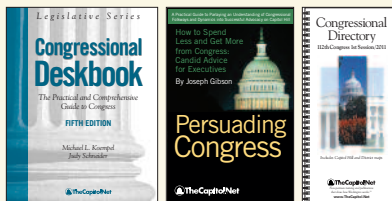
—Assistant Director of Congressional
Relations, National University

A custom Capitol Hill Workshop is tailored to give your personnel a solid overview of Congress and how Capitol Hill works. It is designed for executives, federal employees GS-13 and above, military officers, supervisory personnel, SES, and Leadership Development participants. The Capitol Hill Workshop can be structured as a three, four, or five day program.

Topics can include:

- Congressional operations
- The dynamics of the legislative process
- Politics and leadership in the current Congress
- How policy is made in Washington
- Effective communication with Congress
- Congressional budgeting today
- How the media covers the big beats in Washington
- Executive/congressional relations
- How members of Congress advance their legislative, public policy, and political agendas
- The role of committees
- Current campaign and election trends
- The role of OMB in the legislative process
- Congressional liaison offices
- The roles and functions of personal and committee staff
- Attendance at committee hearings

For more information about our Capitol Hill Workshop please contact our Vice President, Training at khormuth@thecapitol.net or at 703-739-3790, ext. 115.



Plus, outstanding course materials—materials can include the then-available Congressional Directory, the Training Edition of Persuading Congress, and the Training Edition of the award-winning Congressional Deskbook



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Advantage!®



TheCapitolNet

Non-partisan training and publications that show how Washington works.™

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(Registration and any applicable administrative fees must be paid in full to attend a course.)

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