

Congress in a Nutshell

Understanding Congress



Our Washington insiders provide an exceptional overview of the process, the leadership and the politics of Congress for those who need to know more than the basics about the legislative branch.


This course explores:

- The constitutional powers granted to Congress
- Legislative branch structure
- House and Senate formal and informal leadership
- How power politics play in the hallways and cloakrooms
- How a bill becomes law from introduction and referral of legislation through presidential action

Our basic congressional primer is an intensive half-day session covering the House and Senate, their differences, congressional leadership and more. This class is an excellent introduction to Congress for anyone new to government affairs or needing a refresher.

Leadership Competencies emphasized in this course:


External Awareness • Strategic Thinking • Political Savvy

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

Topics

- Introduction to Congress and Capitol Hill
- The Path of Legislation
- Politics and Leadership in Congress



 Approved for .4 CEUs from George Mason University.



Course materials include the “Legislative Process” chapter from the *Congressional Deskbook*.

This course is available for custom on-site training on GSA Advantage® as a 1- to 4-day program.

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

Time and Dates

9:00 am to 1:00 pm

- December 6, 2011
- February 2, 2012
- June 6, 2012
- September 13, 2012
- February 7, 2013

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.

“An incoming budget analyst should be required to take this.”

*Program Analyst,
Budget Division, National
Science Foundation*

“Excellent synopsis in a short period of time—good coverage of the technical and the political.”

Course Attendee

“I would encourage people with the same work experience [5 years] to attend this program.

It has enhanced my understanding, cleared confusion, and dusted off previous knowledge.”
Manager, Food Distributors International

“Excellent overview of the government and the legislative process.”

Workshop Attendee, Sandia National Laboratories

Related Training:

- Congressional Dynamics and the Legislative Process
- Capitol Hill Workshop
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- Understanding Congressional Budgeting and Appropriations
- Advanced Legislative Strategies

Courses

Congressional Dynamics and the Legislative Process


Do you need to understand, or train others in, how a bill becomes law, basic congressional operations, the amendment tree or where in the legislative and public policy process you can have an impact? Do you have questions about Capitol Hill dynamics that no one can answer (or that you're too afraid to ask)?

If your job requires you to understand, follow, and impact legislation, or if you're new to government affairs, here's your chance to get up to speed in one information-packed day.

This seminar provides an in-depth examination of congressional operations, House and Senate legislative procedures, the work of committees, floor procedures, reconciliation of differences between houses and presidential action.

Leadership Competencies emphasized in this course:

External Awareness • Strategic Thinking
Accountability • Partnering • Political Savvy

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

Topics

- Overview of the Legislative Process
- Introduction and Referral of Legislation
- The Work of Committees: Hearings, Markups and Committee Reports
- How the Senate Schedules and Votes on Legislation; How Legislation Gets to the House Floor and House Floor Procedures
- Reconciling Differences between the House and Senate; Presidential Action

This course is available for custom on-site training on GSA Advantage® as a 1- to 4-day program.

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

"Tons of info. Very good program."

Manager State Government Affairs, Eastman Kodak Co.

"Perfect balance of basic historical background and complex procedural info. Strongly recommend."

Public Affairs Specialist, Office of Justice Programs

"Highly recommended."

Workshop Attendee, Office of the Secretary of the Navy

"I have tried to learn this info by watching C-SPAN and reading, but this class is what I needed to bring it all together."

"Very helpful seminar—useful for anyone trying to make sense of the US legislative process. Thanks!!"

Vice President of Public Affairs, WesCorp

Related Training:

- Capitol Hill Workshop
- Drafting Federal Legislation and Amendments
- Advanced Legislative Strategies
- Advanced Legislative Drafting
- How to Research and Compile Legislative Histories
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- Understanding Congressional Budgeting and Appropriations



.6 CEU Approved for .6 CEUs from George Mason University.



Course materials include the Training Edition of the *Congressional Deskbook*.

Time and Dates

- 9:00 am to 4:30 pm
- December 7, 2011
 - February 3, 2012
 - June 7, 2012
 - September 14, 2012
 - December 7, 2012
 - February 8, 2013

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.

Express Registration and Order Form

Please make photocopies for additional registrations and orders.

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or Audio Course on CD

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