

*TheCapitol.Net's Executive Conference:*  
**Preparing and Delivering Congressional Testimony**

Sample Agenda – see [www.CongressionalTestimony.com](http://www.CongressionalTestimony.com) for schedule  
Washington, DC

**9:00 Welcome and Introduction**  
*TheCapitol.Net*

**9:05 The Committee Hearing Environment**  
*Congressional expert*

This session will briefly review the role of committees and the hearing process in Congress. It will review the types of committees and subcommittees, their membership, and the types of committee hearings (exploratory, legislative, investigative, oversight). This session will also examine the role of the committee chairman in hearings; the role that committee staff play in deciding the subject matter of hearings, selecting witnesses and preparing questions for committee members to ask the witnesses; and how to cover a committee hearing.

**9:55 Break**

**10:05 Congressional Hearings: A Staff Perspective**  
*Congressional staffers*

A panel of committee staff members will discuss the work of their committees, briefly outlining their organization. The speakers will then focus on how these committees prepare for hearings, what staff and members expect from witnesses, the differences between authorization and appropriation hearings, and the nature of the relationship between the committees and executive branch agencies, outside interests, et cetera. Most importantly, the staffers will discuss what they, and members of Congress, believe makes effective testimony, and provide suggestions for preparing for congressional hearings.

**11:10 Break**

**11:20 Testimony Preparation**  
*Testifying expert*

The speaker will discuss all aspects of testimony preparation, including research preparation, audience analysis and the process of persuasion. Components of writing a sound argument will be presented in detail including position, reasons, support and explanation. Interactive group exercises will be used to demonstrate effective arguments.

**12:00 Lunch**

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**1:00 Testimony Preparation continued**  
*Testifying expert*

**2:00 Break**

**2:10 Testimony Delivery**  
*Testifying expert*

The speaker will review a "testimony worksheet" and walk through important techniques for organizing the written testimony in a way that improves the oral delivery. Videotapes of actual congressional hearings will be shown to illustrate effective organizational techniques employed in a testimony opening statement.

**3:10 Break**

**3:20 Videotape: Examples of Effective and Non-Effective Testimony and Question-and-Answer Techniques**  
*Testifying expert*

The speaker will discuss witness/member of Congress dynamics and the "art" of responding to questions. The importance of preparing written "Q-and-A modules" for all possible questions will be presented. Participants will view videotapes of actual congressional hearings and will critique the hearing witnesses' formal presentations/reading of testimony as well as their responses/reactions during the question-and-answer session.

**4:30 Complete Evaluations/Program Concludes**

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