Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 12-16

9:00 a.m. - 4:00 p.m.	**Leadership staff** - Training on Windows, Word, Excel, and Outlook - Assistance provided as available - *Information Technology staff, Legislative Council*

Monday, December 12 - House and Senate committee clerks

8:00 - 9:00 a.m.	Select desks and prepare area - Chief committee clerks
9:00 - 10:15 a.m.	Tour of committee rooms (*Lori Ziegler, Legislative Administrative Officer, Legislative Council*) and joint supply area (*Andrea Cooper, Lead Legislative Services Specialist, Legislative Council*)
10:30 a.m. - 3:00 p.m.	Prairie Room - Orientation by the Legislative Council staff

	10:30 a.m.	Introduction - Overview of the legislative process - Employee/staff/intern relationships - *Jim W. Smith, Director, Legislative Council*
	10:35 a.m.	Distribute packets
	10:40 a.m.	Overview of committee clerk activities - *Vonette J. Richter, Code Revisor, Legislative Council*
	11:00 a.m.	Overview of North Dakota Century Code - *Vonette J. Richter*
	11:15 a.m.	Enrolling and engrossing - Amendment approval requirements - *Jennifer S. N. Clark, Legal Counsel, Legislative Council*
	11:30 a.m.	Fiscal notes - *Sheila M. Sandness, Senior Fiscal Analyst, and Janelle Hedlin, Administrative Assistant, Legislative Council*
	2:00 p.m.	**House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council*
	2:30 p.m.	Committee hearings - Impact of the Americans with Disabilities Act - *John Bjornson, Legal Division Director, Legislative Council*

3:00 - 5:00 p.m.	Coteau A - Training on use of Legislator's Automated Work Station (LAWS) system and on the legislative branch website - *Information Technology staff*

Tuesday, December 13 - House and Senate committee clerks

8:00 - 9:00 a.m.	Coteau A - Training on use of Windows, Word, and Outlook - *Information Technology staff*
9:00 a.m. - 12:00 noon	Coteau A - Training on the preparing and storing of minutes and using Word templates and orientation on recording requirements, filing of minutes, depositing minutes with the Legislative Council, and preparing Appropriations Committees records - *Kylah E. Aull, Library and Records Services Manager, and Information Technology staff*
1:00 - 2:30 p.m	Coteau A - Training on the use of the committee hearing schedule system - *Information Technology staff*
2:30 - 5:00 p.m.	Coteau A - Training on recording committee meetings and committee room equipment - *Information Technology staff*

Wednesday, December 14

8:00 a.m. - 4:00 p.m. **House and Senate committee clerks** - Coteau A - Training on use of the committee report system - *Kylah E. Aull and Information Technology staff*

1:00 - 3:00 p.m. **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the voting system - *Information Technology staff*

3:00 - 5:00 p.m. **House and Senate recording clerks** (House and Senate bill clerks [backup]) - House and Senate chambers - Training on use of the chamber camera systems - *Information Technology staff*

Thursday, December 15 - House and Senate bill and calendar clerks

8:00 a.m. - 12:00 noon **House and Senate bill clerks** (calendar clerks [backup]) - House Chamber - Training on use of the assignment of bill numbers system - *Information Technology staff and Kylah E. Aull*

1:00 - 5:00 p.m. **House and Senate calendar clerks** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the calendar system - *Information Technology staff and Kylah E. Aull*

Friday, December 16

8:00 a.m. - 12:00 noon **Assistant Chief Clerk and Assistant Secretary of the Senate** (journal clerks [backup]) - House and Senate chambers - Training on use of the message system - *Kylah E. Aull and Information Technology staff*

Monday-Friday, December 19-23

9:00 a.m. - 5:00 p.m. **House and Senate journal reporters** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Assistance provided as available - *Kylah E. Aull and Information Technology staff*

Thursday, December 29

8:30 - 10:00 a.m. **Information kiosk attendants** - Information kiosk - Training on use of the legislative branch website and on information available on monitors/digital signage - *Information Technology staff*

8:30 - 9:00 a.m. **Secretarial service** - Secretarial service area - Secretarial office setup - *Lori Ziegler*

9:00 - 10:00 a.m. **Secretarial service** - Secretarial service area - Training on telephones - *Lori Ziegler and Information Technology Department telecommunications staff*

10:00 a.m. - 12:00 noon **Secretarial service** - Secretarial service area - Training on use of the telephone message and constituent views system - *Information Technology staff*

1:00 - 4:00 p.m. **Secretarial service** - Secretarial service area - Training on use of email and word processing procedures for assisting legislators - *Information Technology staff*

Monday, January 2

8:15 - 8:30 a.m. **Legislative interns** - Prairie Room - Assignment of committees - *Jim W. Smith*

8:30 - 8:45 a.m. **House and Senate committee clerks and legislative interns** - Prairie Room - Meeting with Legislative Council legal staff members

8:45 - 10:30 a.m. **Legislative interns** - Prairie Room - Amendment drafting - *Jennifer S. N. Clark*

10:30 a.m. - 12:00 noon **Legislative interns** - Prairie Room - Drafting amendments and workflow - *Andrea Cooper and Information Technology staff*

1:00 - 2:00 p.m.	**Legislative interns** - Prairie Room - Training on the use of digital signage, LAWS, and bill tracking - *Information Technology staff*
2:00 - 2:15 p.m.	**Legislative interns** - Prairie Room - Employment information - *Lori Ziegler*
2:15 - 4:00 p.m.	**Legislative interns** - Prairie Room - Additional amendment training - *Jennifer S. N. Clark*