

## Tentative Agenda

**TRAINING FOR LEGISLATORS****Monday, December 1****Concurrent sessions - "Tips, Tricks, and Techniques" (for returning legislators)**

- 9:00 - Microsoft Word - Sakakawea Room - *Mary H. Janusz, Information Technology Education Administrator, Legislative Council*  
10:30 a.m.
- E-mail - Roughrider Room - *Deb Gienger, Information Technology Systems Administrator, Legislative Council*
- 3:15 - Microsoft Word - Sakakawea Room - *Mary H. Janusz*  
4:45 p.m.
- E-mail - Roughrider Room - *Deb Gienger*
- 3:00 - Voting system use - House desk (Speaker of the House and Chief Clerk of the House) - *John A. Dvorak, Information Technology LAN Technician, Legislative Council*  
4:00 p.m.
- 4:00 - Voting system use - Senate desk (Secretary of the Senate and President of the Senate) - *John A. Dvorak*  
5:00 p.m.

**Tuesday, December 2****Concurrent sessions - "Tips, Tricks, and Techniques" (for returning legislators)**

- 10:45 a.m. - Microsoft Word - Sakakawea Room - *Mary H. Janusz*  
12:15 p.m.
- E-mail - Roughrider Room - *Deb Gienger*
- 2:45 - Microsoft Word - Sakakawea Room - *Mary H. Janusz*  
4:15 p.m.
- E-mail - Roughrider Room - *Deb Gienger*

**Wednesday, December 3**

- 12:00 noon - **New legislators** (with experience in use of computers) - Pioneer Room - Training in the use of personal computers - *Mary H. Janusz*  
2:00 p.m.
- 2:30 - **New legislators** (with limited experience in use of computers) - Pioneer Room - Training in the use of personal computers - *Mary H. Janusz*  
4:30 p.m.

**Monday, January 5**

- 8:30 - LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room - *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*  
11:00 a.m.
- 11:30 a.m. - LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room - *Maryann F. Trauger*  
2:00 p.m.
- 2:30 - LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room - *Maryann F. Trauger*  
5:00 p.m.

**Tuesday, January 6**

- 8:30 - LAWS training for legislators (by signup - limited to 16) - Brynhild Haugland Room - *Maryann F. Trauger*  
11:00 a.m.

**Tuesday, January 6 through end of session**

- By appointment - Training on use of PowerPoint, archiving, and other software as requested - *Mary H. Janusz*
- Via Internet - Individual online learning in the use of software as requested - Legislator's desk, office, or home - *Mary H. Janusz*