Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 8-12
9:00 a.m. - Leadership staff - Training on Windows, Word, Excel, and Outlook - Assistance provided as available - Information Technology staff, Legislative Council
4:00 p.m.

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

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 - Legal staff, Legislative Council
11:15 a.m. Overview of North Dakota Century Code - Legal staff, Legislative Council
11:30 a.m. Fiscal notes - Fiscal staff, Legislative Council
1:00 p.m. Enrolling and engrossing - Amendment approval requirements - Legal staff, 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 - Legal staff, Legislative Council

3:00 - Brynhild Haugland Room - Training on use of LAWS and on the legislative branch website - Information Technology staff
5:00 p.m.

Tuesday, December 9 - House and Senate committee clerks
8:00 - Brynhild Haugland Room - Training on use of the committee hearing schedule system - Information Technology staff
10:00 a.m.
10:00 a.m. - Brynhild Haugland Room - Training on recording committee meetings - Information Technology staff
12:00 noon
1:00 - Brynhild Haugland Room - Training on use of Windows, Word, and Outlook - Information Technology staff
2:00 p.m.
2:00 - Brynhild Haugland Room - Training on the preparing and storing of minutes and Word templates and orientation on recording requirements, filing of minutes, deposit of minutes with the Legislative Council, and Appropriations Committees records - Kylah E. Aull, Library and Records Services Manager, and Information Technology staff
5:00 p.m.
Wednesday, December 10
8:00 a.m. - House and Senate committee clerks - Brynild Haugland Room - Training on use of the committee report system - Kylah E. Aull and Information Technology staff
4:00 p.m.
1:00 - 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 p.m.
3:00 - 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
5:00 p.m.

Thursday, December 11 - House and Senate bill and calendar clerks
8:00 a.m. - 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
12:00 noon
1:00 - 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 12
8:00 a.m. - 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
12:00 noon

Monday-Friday, December 15-19
9:00 a.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
5:00 p.m.

Wednesday, December 31
8:30 - Information kiosk attendants - Information kiosk - Training on use of the legislative branch website and on information available on monitors/digital signage - Information Technology staff
10:00 a.m.
8:30 - Secretarial service - Secretarial service area - Secretarial office setup - Lori Ziegler
9:00 a.m.
9:00 - Secretarial service - Secretarial service area - Training on telephones - Lori Ziegler and Information Technology Department Telecommunications staff
10:00 a.m.
10:00 a.m. - Secretarial service - Secretarial service area - Training on use of the telephone message and constituent views system - Information Technology staff
12:00 noon
1:00 - Secretarial service - Secretarial service area - Training on use of email and word processing procedures for assisting legislators - Information Technology staff
4:00 p.m.

Friday, January 2
8:00 - Legislative interns - Prairie Room - Assignment of committees - Jim W. Smith
8:15 a.m.
8:15 - House and Senate committee clerks and legislative interns - Prairie Room - Meeting with Legislative Council legal and fiscal staff members - Jim W. Smith
8:30 a.m.
8:30 - Legislative interns - Prairie Room - Amendment drafting - Legal staff
10:30 a.m.
10:30 a.m. - Legislative interns - Prairie Room - Drafting amendments and workflow - Andrea Cooper and Information Technology staff
12:00 noon
1:00 - 2:00 p.m. **Legislative interns** - Prairie Room - Training on the use of digital signage - *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 training - *Legal staff*