Tentative Agenda

ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday, November 20

9:00 - 4:00  **Leadership staff** - Secretarial service area - Training on the use of Notes E-mail -  
*Mary Janusz*, Information Technology Support Specialist, Legislative Council

4:00 - 5:00  Training on the use of transcribers -  *Karen J. Mund*, Legislative Administrator,  
Legislative Council

Tuesday, November 21

9:00 - 5:00  **Leadership staff** - Secretarial service area - Training on use of Word Pro  
Millennium - *Mary Janusz*

Friday, December 8

9:00 - 5:00  **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and  
vouchers -  *Karen J. Mund*  
*(NOTE: If the person to be employed as payroll clerk is  
employed by the Legislative Council in November, the training will be in November.)*

Monday-Friday, December 11-23 (two weeks)

9:00 - 5:00  **House and Senate desk reporters (and bill control clerks [backup])** - Training on  
use of the computerized journal system - House/Senate chambers -  *Charolette Sackman*, Legislative Council staff

Monday, December 11

8:00 - 9:00  **House committee clerks** - Supervisor  
- Select desks  
- Prepare area

9:00 - 10:00  Tour of committee rooms -  *Karen J. Mund*

10:00 - 10:15  Overview of role of committee clerks in committee hearings - Prairie Room -  *Jay E.  
Buringrud*, Assistant Director

10:30 - 12:00  Training on the use of the computerized bill status system -  *Mary Janusz*

1:00 - 5:00  Training on the use of the computerized committee hearing system -  *Mary Janusz*

Tuesday, December 12

8:00 - 4:00  **House committee clerks** - Training on use of the computerized committee report  
system -  *Mary Janusz*

4:00 - 5:00  Training on use of transcribers -  *Karen J. Mund*

Wednesday, December 13

8:00 - 5:00  **House committee clerks** - Training on preparing amendments in the computerized  
amendment system -  *Mary Janusz*
<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Thursday, December 14</td>
<td>8:00 - 5:00</td>
<td>House committee clerks</td>
<td>Training in Microsoft Windows 95 and Word Pro Millennium - Mary Janusz</td>
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<tr>
<td>Friday, December 15</td>
<td>8:00 - 5:00</td>
<td>House committee clerks</td>
<td>Training on preparing minutes and centralized storage - Mary Janusz</td>
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<td>Monday, December 18</td>
<td>8:00 - 9:00</td>
<td>Senate committee clerks</td>
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<td>Senate committee clerks</td>
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<td>Tuesday-Wednesday, December 26-27</td>
<td>9:00 - 5:00</td>
<td>Assistant House Chief Clerk and Assistant Secretary of the Senate (and bill control clerks [backup])</td>
<td>Training on use of the computerized message system - Legislative Council third floor - Maryann F. Trauger, Information Technology Coordinator, Legislative Council</td>
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<td>Tuesday, December 26</td>
<td>9:00 - 4:00</td>
<td>Leadership staff</td>
<td>Secretarial service area - Training on the use of Notes E-mail - Mary Janusz</td>
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Wednesday, December 27

9:00 - 5:00  **Leadership staff** - Secretarial service area - Training on use of Word Pro Millennium - *Mary Janusz*

Thursday-Friday, December 28-29

9:00 - 5:00  **House and Senate calendar clerks (and bill control clerks)** ([backup]) - Training on use of the computerized calendar system - Legislative Council third floor - *Maryann F. Trauger*

Tuesday, January 2

8:30 - 3:30  **Legislative interns** - Personal computer use and amendment preparation training - Brynhild Haugland Room - *Mary Janusz*

8:30 - 5:00  **House and Senate committee clerks** - Prairie Room
- Orientation by the Legislative Council staff
  
  8:30  Introduction - Overview of the legislative process - Employee-staff-intern relationships - *John D. Olsrud*, Director, Legislative Council
  
  9:00  Distribute packets
  
  9:10  Overview of committee clerk activities - *Jay E. Buringrud*, Assistant Director, Legislative Council
  
  10:00  Break
  
  
  10:20  Fiscal notes - *John Walstad*
  
  10:30  Enrolling and engrossing - Amendment approval requirements - *John D. Bjornson*, Counsel, Legislative Council
  
  11:30  **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Jim W. Smith*, Legislative Budget Analyst and Auditor, Legislative Council
  
  1:00  Orientation by *Marilyn Johnson*, Research Librarian, Legislative Council, on recording requirements, filing of minutes, tape recorder and microcassette requirements, deposit of microcassettes and minutes with the Legislative Council, and Appropriations Committees records
  
  3:00  Break
  
  3:15  Committee hearings - Impact of the Americans with Disabilities Act
  
  3:30  **House and Senate committee clerks** - Prairie Room - Joint meeting with legislative interns - *John D. Olsrud*

Wednesday-Monday, January 3-8

8:00 - 5:00  **Legislative interns** - Committee rooms - Individual on-line learning in personal computer use via Internet - *Mary Janusz*

Wednesday, January 3

8:00 - 5:00  **Secretarial service** - Secretarial service area - Training on the use of Notes E-mail and Word Pro Millennium - *Mary Janusz*

Thursday, January 4

8:00 - 5:00  **Secretarial service** - Secretarial service area - Training on use of Word Pro Millennium - *Mary Janusz*
1:30 - 4:30  **Telephone attendants** - Telephone room - Training on use of the computerized telephone message system - **Maryann F. Trauger**

**Monday, January 8**

1:30 - 3:30  **Information desk attendants** - Information kiosk - Training on use of the computerized bill status system - **Charolette Sackman**

**TRAINING FOR LEGISLATORS**

**Monday, December 4**

9:00 - 5:00  **New legislators** (by signup - limited to eight) - Senate committee clerk area - Training in the use of personal computers - **Mary Janusz**

**Tuesday, December 5**

**Concurrent miniclasses** (for returning legislators)

1:30 - 2:30  Notes E-mail - Roughrider Room - **Maryann F. Trauger**

- Internet - Harvest Room - **Chuck Picard**, Information Technology Computer Specialist, Legislative Council
- Word Pro Millennium - Sakakawea Room - **Mary Janusz**

2:40 - 3:40  Notes E-mail - Roughrider Room - **Maryann F. Trauger**

- Internet - Harvest Room - **Chuck Picard**
- Word Pro Millennium - Sakakawea Room - **Mary Janusz**

3:50 - 4:50  Notes E-mail - Roughrider Room - **Maryann F. Trauger**

- Internet - Harvest Room - **Chuck Picard**
- Word Pro Millennium - Sakakawea Room - **Mary Janusz**

**Wednesday, December 6**

**Concurrent miniclasses** (for returning legislators)

10:45 - 11:45  Notes E-mail - Roughrider Room - **Maryann F. Trauger**

- Internet - Harvest Room - **Chuck Picard**
- Word Pro Millennium - Sakakawea Room - **Mary Janusz**

2:15 - 3:15  Notes E-mail - Roughrider Room - **Maryann F. Trauger**

- Internet - Harvest Room - **Chuck Picard**
- Word Pro Millennium - Sakakawea Room - **Mary Janusz**

**Thursday, December 7**

**Concurrent miniclasses** (for returning legislators)

1:15 - 2:15  Notes E-mail - Roughrider Room - **Maryann F. Trauger**

- Internet - Harvest Room - **Chuck Picard**
- Word Pro Millennium - Sakakawea Room - **Mary Janusz**
Friday, December 8
9:00 - 5:00  New legislators (by signup - limited to eight) - Senate committee clerk area - Training in the use of personal computers - Mary Janusz

Saturday, December 9
9:00 - 5:00  New legislators (by signup - limited to eight) - Senate committee clerk area - Training in the use of personal computers - Mary Janusz

Sunday, December 10
9:00 - 5:00  New legislators (by signup - limited to eight) - Senate committee clerk area - Training in the use of personal computers - Mary Janusz

Friday, January 5
9:00 - 12:00  LAWS training for legislators (by signup - limited to 36) - Brynhild Haugland Room - Maryann F. Trauger
1:30 - 4:30  LAWS training for legislators (by signup - limited to 36) - Brynhild Haugland Room - Maryann F. Trauger

Monday, January 8
9:00 - 12:00  LAWS training for legislators (by signup - limited to 36) - Brynhild Haugland Room - Maryann F. Trauger
1:30 - 4:30  LAWS training for legislators (by signup - limited to 36) - Brynhild Haugland Room - Maryann F. Trauger

Tuesday, January 9 - Wednesday, May 2
- By appointment - Training on use of software as requested - Legislator’s desk - Mary Janusz
- Via Internet - Individual on-line learning in the use of software as requested - Legislator’s desk, office, or home - Mary Janusz