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
10:30 a.m. Education Administrator, Legislative Council

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.

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.

3:00 - 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.

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