Tentative Agenda

TRAINING FOR LEGISLATORS

Monday, December 2

Concurrent sessions - “Tips, Tricks, Techniques, and Survival Kits” (for returning legislators)

1:30 - Notes e-mail - Roughrider Room - Deb Gienger, Information Technology Systems Administrator, Legislative Council
3:00 p.m. Internet - Harvest Room - Maryann F. Trauger, Information Technology Coordinator, Legislative Council

Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - Mary Janusz, Information Technology Education Administrator

3:15 - Notes e-mail - Roughrider Room - Deb Gienger
4:45 p.m. Internet - Harvest Room - Maryann F. Trauger

Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - Mary Janusz

3:00 - Voting system use - House desk (Speaker of the House and Chief Clerk of the House) - George Gerhardt, Consultant, and J. A. Dvorak, Information Technology LAN Technician, Legislative Council
4:00 - Voting system use - Senate desk (Secretary of the Senate and President of the Senate) - George Gerhardt and J. A. Dvorak

Tuesday, December 3

Concurrent sessions - “Tips, Tricks, Techniques, and Survival Kits” (for returning legislators)

10:45 a.m. - Notes e-mail - Roughrider Room - Deb Gienger
12:15 p.m. Internet - Harvest Room - Maryann F. Trauger

Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - Mary Janusz

2:15 - Notes e-mail - Roughrider Room - Deb Gienger
3:45 p.m. Internet - Harvest Room - Maryann F. Trauger

Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - Mary Janusz

Wednesday, December 4

Concurrent sessions - “Tips, Tricks, Techniques, and Survival Kits” (for returning legislators)

1:15 - Notes e-mail - Roughrider Room - Deb Gienger
2:45 p.m. Internet - Harvest Room - Maryann F. Trauger

Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - Mary Janusz
Thursday and Friday, December 5-6

9:00 a.m. - **New legislators** (by signup - class size limited) - Brynhild Haugland Room - Training in the use of personal computers - *Mary Janusz*
4:00 p.m. - Tour of legislative wing - *Mary Janusz*

Friday and Monday, January 3 and 6

9:00 a.m. - LAWS training for legislators (by signup - limited to 36) - Brynhild Haugland Room - *Maryann F. Trauger*
12:00 noon
1:30 - LAWS training for legislators (by signup - limited to 36) - Brynhild Haugland Room - *Maryann F. Trauger*
4:30 p.m.

Tuesday, January 7 - Wednesday, April 30

- 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*