**Prepared by the North Dakota Legislative Council
staff for the Legislative Management Committee
March 11, 2002**

Tentative Agenda

TRAINING FOR LEGISLATORS

Monday, December 2

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

1:30 - 3:00 p.m.	Notes e-mail - Roughrider Room - *Deb Gienger, Information Technology Systems Administrator, Legislative Council*
	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 - 4:45 p.m.	Notes e-mail - Roughrider Room - *Deb Gienger*
	Internet - Harvest Room - *Maryann F. Trauger*
	Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*
3:00 - 4:00 p.m.	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 - 5:00 p.m.	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. - 12:15 p.m.	Notes e-mail - Roughrider Room - *Deb Gienger*
	Internet - Harvest Room - *Maryann F. Trauger*
	Word Pro Millennium (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*
2:15 - 3:45 p.m.	Notes e-mail - Roughrider Room - *Deb Gienger*
	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 - 2:45 p.m.	Notes e-mail - Roughrider Room - *Deb Gienger*
	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. - 4:00 p.m.	**New legislators** (by signup - class size limited) - Brynhild Haugland Room - Training in the use of personal computers - *Mary Janusz*
4:00 - 5:00 p.m.	Tour of legislative wing - *Mary Janusz*

Friday and Monday, January 3 and 6

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

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*