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**Prepared by the North Dakota Legislative Council
staff for the Legislative Management Committee
April 2004**

Tentative Agenda

TRAINING FOR LEGISLATORS

Monday, December 6

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

1:30 - 3:00 p.m.	E-mail - Roughrider Room - *Deb Gienger, Information Technology Systems Administrator, Legislative Council*
	Internet - Harvest Room - *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*
	Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz, Information Technology Education Administrator, Legislative Council*
3:15 - 4:45 p.m.	E-mail - Roughrider Room - *Deb Gienger*
	Internet - Harvest Room - *Maryann F. Trauger*
	Word processing (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 7

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

10:45 a.m. - 12:15 p.m.	E-mail - Roughrider Room - *Deb Gienger*
	Internet - Harvest Room - *Maryann F. Trauger*
	Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*
2:15 - 3:45 p.m.	E-mail - Roughrider Room - *Deb Gienger*
	Internet - Harvest Room - *Maryann F. Trauger*
	Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*

Wednesday, December 8

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

1:15 - 2:45 p.m.	E-mail - Roughrider Room - *Deb Gienger*
	Internet - Harvest Room - *Maryann F. Trauger*
11:30 a.m. - 5:30 p.m.	**New legislators** (with experience in use of computers) - Sakakawea Room - Training in the use of personal computers - *Mary Janusz*

Thursday, December 9

9:00 a.m. - 4:00 p.m.	**New legislators** (with limited experience in use of computers) - Sakakawea Room - Training in the use of personal computers - *Mary Janusz*

Monday, January 3

8:30 - 11:00 a.m.	LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room - *Maryann F. Trauger*
11:30 a.m. - 2:00 p.m.	LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room - *Maryann F. Trauger*
2:30 - 5:00 p.m.	LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room - *Maryann F. Trauger*

Tuesday, January 4 - End of session

- By appointment - Training on use of software as requested - *Mary Janusz*
- Via Internet - Individual online learning in the use of software as requested - Legislator's desk, office, or home - *Mary Janusz*