

Tentative Agenda ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 8-12

9:00 a.m. - **Leadership staff** - Training on Windows, Word, Excel, and Outlook - Assistance provided as available - *Information Technology staff, Legislative Council*

Monday, December 8 - House and Senate committee clerks

8:00 - Select desks and prepare area - Chief committee clerks

9:00 a.m.

9:00 - Tour of committee rooms (*Lori Ziegler, Legislative Administrative Officer, Legislative Council*) and joint supply area (*Andrea Cooper, Lead Legislative Services Specialist, Legislative Council*)

10:15 a.m.

10:30 a.m. - Prairie Room - Orientation by the Legislative Council staff

3:00 p.m.

10:30 a.m. Introduction - Overview of the legislative process - Employee/staff/intern relationships - *Jim W. Smith, Director, Legislative Council*

10:35 a.m. Distribute packets

10:40 a.m. Overview of committee clerk activities - *John Bjornson, Legislative Council*

11:00 a.m. Overview of North Dakota Century Code - *John Bjornson, Legislative Council*

11:15 a.m. Enrolling and engrossing - Amendment approval requirements - *John Bjornson, Legislative Council*

11:30 a.m. Fiscal notes - *Fiscal staff, Legislative Council*

2:00 p.m. **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council*

2:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act - *John Walstad, Legislative Council*

3:00 - Brynhild Haugland Room - Training on use of LAWS and on the legislative branch website - *Information Technology staff*

Tuesday, December 9 - House and Senate committee clerks

8:00 - Brynhild Haugland Room - Training on use of the committee hearing schedule system - *Information Technology staff*

10:00 a.m. - Brynhild Haugland Room - Training on recording committee meetings - *Information Technology staff*

12:00 noon

1:00 - Brynhild Haugland Room - Training on use of Windows, Word, and Outlook - *Information Technology staff*

2:00 p.m.

2:00 - Brynhild Haugland Room - Training on the preparing and storing of minutes and Word templates and orientation on recording requirements, filing of minutes, deposit of minutes with the Legislative Council, and Appropriations Committees records - *Kylah E. Aull, Library and Records Services Manager, and Information Technology staff*

Wednesday, December 10

- 8:00 a.m. - **House and Senate committee clerks** - Brynhild Haugland Room - Training on use of the committee report system - *Kylah E. Aull and Information Technology staff*
- 4:00 p.m.
- 1:00 - **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the voting system - *Information Technology staff*
- 3:00 p.m.
- 3:00 - **House and Senate recording clerks** (House and Senate bill clerks [backup]) - House and Senate chambers - Training on use of the chamber camera systems - *Information Technology staff*
- 5:00 p.m.

Thursday, December 11 - House and Senate bill and calendar clerks

- 8:00 a.m. - **House and Senate bill clerks** (calendar clerks [backup]) - House chamber - Training on use of the assignment of bill numbers system - *Information Technology staff and Kylah E. Aull*
- 12:00 noon
- 1:00 - **House and Senate calendar clerks** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the calendar system - *Information Technology staff and Kylah E. Aull*
- 5:00 p.m.

Friday, December 12

- 8:00 a.m. - **Assistant Chief Clerk and Assistant Secretary of the Senate** (journal clerks [backup]) - House and Senate chambers - Training on use of the message system - *Kylah E. Aull and Information Technology staff*
- 12:00 noon

Monday-Friday, December 15-19

- 9:00 a.m. - **House and Senate journal reporters** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Assistance provided as available - *Kylah E. Aull and Information Technology staff*
- 5:00 p.m.

Wednesday, December 31

- 8:30 - **Information kiosk attendants** - Information kiosk - Training on use of the legislative branch website and on information available on monitors/digital signage - *Information Technology staff*
- 10:00 a.m.
- 8:30 - **Secretarial service** - Secretarial service area - Secretarial office setup - *Lori Ziegler*
- 9:00 a.m.
- 9:00 - **Secretarial service** - Secretarial service area - Training on telephones - *Lori Ziegler and Information Technology Department Telecommunications staff*
- 10:00 a.m.
- 10:00 a.m. - **Secretarial service** - Secretarial service area - Training on use of the telephone message and constituent views system - *Information Technology staff*
- 12:00 noon
- 1:00 - **Secretarial service** - Secretarial service area - Training on use of email and word processing procedures for assisting legislators - *Information Technology staff*
- 4:00 p.m.

Friday, January 2

- 8:15 - **Legislative interns** - Prairie Room - Assignment of committees - *Jim W. Smith*
- 8:30 a.m.
- 8:30 - **Legislative interns** - Prairie Room - Amendment drafting - *Vonette J. Richter*
- 10:30 a.m.
- 10:30 a.m. - **Legislative interns** - Prairie Room - Drafting amendments and workflow - *Andrea Cooper and Information Technology staff*
- 12:00 noon
- 1:00 - **Legislative interns** - Prairie Room - Training on the use of digital signage, LAWS, and bill tracking - *Information Technology staff*
- 2:00 p.m.

2:00 - **Legislative interns** - Prairie Room - Employment information - *Lori Ziegler*
2:15 p.m.

2:15 - **Legislative interns** - Prairie Room - Additional amendment training - *Vonette J. Richter*
4:00 p.m.

Monday, January 5

8:30 - **House and Senate committee clerks and legislative interns** - Prairie Room - Meeting
8:45 a.m. with Legislative Council legal and fiscal staff members - *Jim W. Smith*