

# Assembly Legislator Training Sessions

*Sponsored by*

The Assembly Chief Clerk's Office

The Legislative Council

*In Cooperation with*

The National Conference of State Legislatures

## **TUESDAY, January 16, 2007**

### **9:45 -11:15 a.m. Assembly Leadership Workshop (Room 412 East)**

This session will be a facilitated, interactive discussion with an experienced legislative leader. The focus of this session will include personal leadership skills, working as a leadership team to promote your policy agenda, relations with the other house and the executive branch, prioritizing and tackling difficult issues, and collegiality.

Moderator: Nancy Rhyme, NCSL

Faculty: Paul Mannweiler, Indiana, former Speaker of the House

### **11:30 a.m. Lunch (Room 417 North)**

Panel Discussion: "Committee Management Tips from Former Legislators; Horror Stories and other Advice" (combined with Senate training). A panel of former legislators will be assembled, including former members from each house of the Legislature and from each political party.

### **1:45 - 3:45 p.m. Assembly Committee Chair Training (Room 411 South)**

This workshop will cover Assembly committee process and function, the role of the chairperson, and the functions played by the service agencies and the Assembly Chief Clerk's Office to allow chairs to better plan and organize committee work. The session will also include numerous helpful tips for being highly effective in your role as chair from veteran legislators who have mastered the job.

Moderator: Tim Storey, NCSL

Faculty: Senator Don Balfour, Georgia

Senator Steve Rauschenberger, Illinois (Retired)

Patrick Fuller, Assembly Chief Clerk

Legislative Council Staff

### **3:45 p.m. Adjourn**

## **WEDNESDAY, January 17, 2007**

### **9:00 - 11:30 a.m. Managing an Effective Legislative Office (Room 411 South)**

This session informs legislators about critical issues in managing their personal legislative office including the effective use of staff and office resources. Topics include 1) staff hiring, management, motivation, delegation and discipline including your legal obligations as an employer and supervisor; 2) leveraging other legislative and state resources; and 3) office priorities, goals and opportunities including constituent service, issue/bill tracking and communications/media relations.

Moderator: Brian Weberg, NCSL

Faculty: Lore Christopher, Oregon

Senator Steve Rauschenberger, Illinois (Retired)

Assemblyman Paul Tokasz, New York (Retired)