

Senate Legislator Training Sessions

Sponsored by
The Senate Chief Clerk's Office
The Legislative Council
In Cooperation with
The National Conference of State Legislatures

TUESDAY, January 16, 2007—Room 411 South

9:45 -11: 15 a.m. Senate Committee Chair Training

This workshop will cover Senate committee process and function, the role of the chairperson, and the functions played by the service agencies and the Senate 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: Assemblyman Paul Tokasz, New York (Retired)
Rob Marchant, Senate Chief Clerk
Legislative Council Staff

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

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

1:00 - 2:30 p.m. Senate Leadership Workshop (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 a policy agenda, relations with the other house and the executive branch, prioritizing and tackling difficult issues, and collegiality.

Moderator: Nancy Rhyme, NCSL
Faculty: Senator Roger Moe, Minnesota (Retired)
Assemblyman Paul, Tokasz, New York, (Retired)

2:30 p.m. Adjourn

WEDNESDAY, January 17, 2007—Room 411 South

9:00 - 11:30 a.m. Managing an Effective Legislative Office

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