Tentative Agenda

ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

Wednesday, December 1

9:00 a.m. - 4:00 p.m. | **Leadership staff** - Secretarial service area - Training on use of e-mail - *Mary Janusz, Information Technology Education Administrator, Legislative Council*

Thursday, December 2

9:00 a.m. - 5:00 p.m. | **Leadership staff** - Secretarial service area - Training on use of word processing - *Mary Janusz*

9:00 a.m. - 5:00 p.m. | **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and vouchers - *Karen J. Mund, Legislative Administrator, Legislative Council*

Monday-Friday, December 6-10 (additional week optional)

9:00 a.m. - 5:00 p.m. | **House journal reporter** (assistant chief clerk [backup]) - Training on use of the computerized journal system - House chamber - *Charolette Sackman, Information Processing Supervisor, Legislative Council*

Monday-Friday, December 13-17 (additional week optional)

9:00 a.m. - 5:00 p.m. | **Senate journal reporter** (assistant secretary [backup]) - Training on use of the computerized journal system - Senate chamber - *Charolette Sackman*

Monday, December 13

8:00 - 9:00 a.m. | **House and Senate committee clerks** - Chief committee clerks
- Select desks
- Prepare area

9:00 - 10:00 a.m. | Tour of committee rooms - *Karen J. Mund*

10:00 - 10:15 a.m. | Overview of role of committee clerks in committee hearings - Prairie Room - *Jay E. Buringrud, Assistant Director, Legislative Council*

10:30 a.m. - 12:00 noon | Training on use of the computerized bill status system - Brynhild Haugland Room - *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*

1:00 - 4:00 p.m. | Training on use of the computerized committee hearing system - Brynhild Haugland Room - *Maryann F. Trauger*

4:00 - 5:00 p.m. | Training on use of the sponsor notification system - Brynhild Haugland Room - *Maryann F. Trauger*

Tuesday, December 14

8:00 a.m. - 4:00 p.m. | **House and Senate committee clerks** - Training on use of the computerized committee report system - Brynhild Haugland Room - *Maryann F. Trauger*

4:00 - 5:00 p.m. | Training on use of transcribers - *Karen J. Mund*