

Capitol Learning Audio Courses

If you don't have the time to personally attend one of our live courses in Washington, DC, we offer convenient audio courses describing how Washington works.™

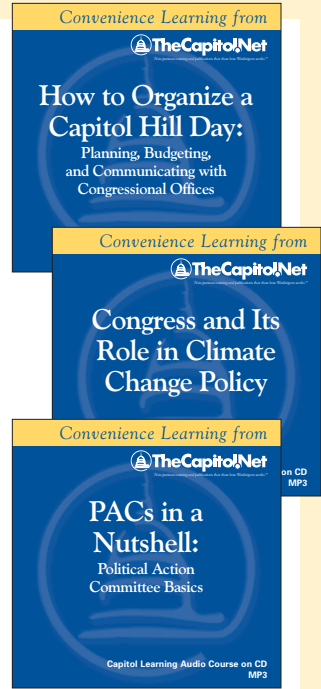
Our Capitol Learning Audio Courses range in duration between 45 and 100 minutes long. We can also develop a customized audio course for your organization.



For a complete list of Capitol Learning Audio Courses and special offers on bundles, see:

thecapitol.net/clac.htm or CLAudioCourses.com

All of our Audio Courses on CD can be customized with your logo. If you would like to set up a custom Audio Course on CD, please contact your Client Liaison at 703-739-3790, ext. 114. Audio courses on CD are returnable if the security seal is unbroken.



Audio Courses

See CapitolLearning.com for Capitol Learning Audio Course bundles and audio courses added throughout the year.

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Don't see the topic you need? If you have suggestions for audio courses you would like to see us offer, please contact us or complete our online suggestion form.

CapitolLearning.com

CAPITOL LEARNING COURSES

527 Overview and Update

Overview of 527s

- What are 527s
- Purpose
- Differences between PACs and 527s
- How to create a 527 and what are the necessary IRS forms to complete
- What are the tax implications and other benefits of forming a 527?
- Periodic reporting and disclosure requirements
- Update on 527 Reform Act of 2006

MP3 format plays in all CD/DVD drives and many CD players.
Recorded February 20, 2007 ISBN 10: 1587330539
Total run time: 80 minutes **Includes seminar materials. \$47**

Advanced Online Research Skills: What to Do before You Start Your Research

- What to ask before you start
- Deadlines, costs, and other parameters
- Choosing a strategy for search success
- Preparing to document your research

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 7, 2008 ISBN 10: 1587331136
Total run time: 86 minutes **Includes seminar materials. \$47**

Advocacy Campaigns for Nonprofits

As a public affairs professional at a nonprofit, you need to know how to do more with less. This audio course will show you how to effectively and economically launch an advocacy campaign. You will learn how to:

- Work with the media relations team within your organization
- Target the right audience
- Build an effective web site
- Expand your organization's network's influence by finding and working with other groups and building coalitions
- Capitalize on off-line activities and online assets

MP3 format plays in all CD/DVD drives and many CD players.
Recorded April 10, 2007 ISBN 10: 1587330563
Total run time: 85 minutes **Includes seminar materials. \$47**

Amending Legislation on the Senate Floor

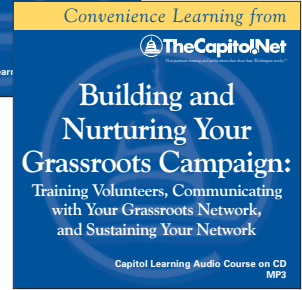
- The amendment process
- Different types, classes, and degrees of amendments
- Modification, withdrawal, and disposition of amendments
- Sequence of voting

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 19, 2008 ISBN 10: 1587331160
Total run time: 97 minutes **Includes seminar materials. \$47**

Appropriations Process in a Nutshell

Learn how Congress appropriates funding during this audio course. The topics include:

- Types of federal spending
- Committees involved in the appropriations process
- Chronology of the process
- Types of appropriations measures: regular, supplemental, and continuing



- The difference between 302a and 302b allocations
- Form of appropriations language
- Floor consideration in the House and the Senate and the role of conference committees

MP3 format plays in all CD/DVD drives and many CD players.
Recorded July 18, 2006 ISBN 10: 1587330431
Total run time: 92 minutes **Includes seminar materials. \$47**

Authorizations and Appropriations in a Nutshell

Would you benefit by having a working knowledge of the federal budget process? Are you new to the federal budget process? This audio course provides a basic overview of authorizations and appropriations. Topics covered include:

- The budget resolution
- The relationship between authorizations and appropriations
- Types of appropriations measures
- Committee/subcommittee structure in the House and Senate
- Authorizing language

Audio CD format plays in all CD/DVD drives and all CD players.
Recorded October 27, 2005 ISBN 10: 1587330296
Total run time: 82 minutes **Includes seminar materials. \$47**

Budget Formulation, Justification, and Execution

The audio course gives budget analysts an overview of the federal budget process and the procedures for formulating, justifying, and executing agency budgets. Topics include:

- Overview of the budget process
- How to develop the unit account
- Justifying your budget requests using PART findings
- Implementing budget execution strategies and procedures

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 5, 2007 ISBN 10: 1587330601
Total run time: 77 minutes **Includes seminar materials. \$47**

Earmarks:

What They Are,
Where to Find Them,
and How to Get Them

Capitol Learning Audio Course on CD
MP3

Crisis Communications:

Establishing an Internal Crisis Communications System

Capitol Learning Audio Course on CD
MP3

The Budget Resolution in a Nutshell

Rules and regulations governing the contents and consideration of the budget resolution. Topics include:

- Enforcement by points of order
- Implementation
- The budget resolution in relation to other budgetary legislation
- Reserve funds

MP3 format plays in all CD/DVD drives and many CD players.

Recorded August 21, 2008 ISBN 10: 1587330857

Total run time: 84 minutes **Includes seminar materials. \$47**

Building and Nurturing Your Grassroots Campaign: Training Volunteers, Communicating with Your Grassroots Network, and Sustaining Your Network

Even though your resources may be limited, your organization can be effective in making its voice heard on Capitol Hill. This audio course describes the tools to build and maintain a successful grassroots campaign.

- Identifying and mobilizing your grassroots volunteers
- Giving volunteers the tools and training for success on the Hill—or back home
- Setting your legislative goals and identifying members and committees who are important to your legislative agenda
- How to keep your grassroots volunteers informed—newsletters, magazines, email, faxes, phone calls, web sites, and fact sheets
- Keys to effective legislative alerts
- Keeping your volunteers on message

Audio CD format plays in all CD/DVD drives and all CD players.

Recorded June 21, 2005 ISBN 10: 1587330199

Total run time: 83 minutes **Includes seminar materials. \$47**

Business Etiquette: Keys to Professional Success

In just a few minutes of interaction, lasting impressions are formed. Your attire, mannerisms and hand shake are just some of the cues used in determining your character,

ethics and professionalism. During this course, students learn tips and techniques for building a professional wardrobe, working a room and networking. This course shows you:

- Strategies for professional attire
- What body language and behaviors say about you
- How to network like a pro
- Best practice for written etiquette

MP3 format plays in all CD/DVD drives and many CD players.

Recorded April 27, 2006 ISBN 10: 1587330385

Total run time: 86 minutes **Includes seminar materials. \$47**

Committee Action

- Committee hearings—four types: legislative, investigative, oversight, and confirmation
- Notice, scheduling, and quorums
- Committee markup, markup vehicle, committee print, chairman's mark
- Amendment procedure
- Reporting

MP3 format plays in all CD/DVD drives and many CD players.

Recorded October 8, 2008 ISBN 10: 1587331225

Total run time: 96 minutes **Includes seminar materials. \$47**

The Committee of the Whole

- What is it
- General debate
- Amendment process
 - Committee amendments
 - The "5 minute rule"
 - Amendment Tree
- Ending the amendment process

MP3 format plays in all CD/DVD drives and many CD players.

Recorded October 29, 2008 ISBN 10: 1587331195

Total run time: 92 minutes **Includes seminar materials. \$47**

Conference Committees: How the Work Gets Done

This audio course covers the role and the dynamics of the conference committee in the legislative process. Learn how differences between the House and Senate are resolved through amendments between the chambers and the advantages of using this process. Topics include:

- Explore how conference committees have changed as Congress has changed (growth of subcommittee power, the rise of omnibus bills, and the use of multiple referrals)
- Pre-conference maneuvering in the House and Senate and the key factors that determine whether a bill goes to conference
- How the House and Senate procedures for going to conference differ
- Learn the negotiating strategies used by the conferees during the bargaining process and how institutional differences impact the bargaining process

Audio CD format plays in all CD/DVD drives and all CD players.

Recorded July 26, 2005 ISBN 10: 1587330210

Total run time: 79 minutes **Includes seminar materials. \$47**

Congress and Its Role in Climate Change Policy

Congress has a significant role in affecting climate change policy. During this audio course, the instructor examines:

- Congress's role in enacting legislation
- Senate ratification of international climate change agreements
- The power of the purse in approving budgets of federal agencies
- Congressional hearings as a tool to shape national debate
- Proposed policy initiatives

MP3 format plays in all CD/DVD drives and many CD players.
Recorded Tuesday, November 27, 2007 ISBN 10: 1587330725
Total run time: 78 minutes **Includes seminar materials. \$47**

Congress and Its Role in Policymaking

This audio course examines Congress's role in policymaking by focusing on its three main powers: oversight, appropriations, and reorganization. The faculty reviews congressional committees, the power of the purse, and congressional efforts to reorganize the Executive Branch in shaping public policy. Homeland security issues serve as examples of how Congress used these three powers.

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 21, 2007 ISBN 10: 158733061X
Total run time: 84 minutes **Includes seminar materials. \$47**

Congress and Its Role in Trade Policy

Congress's role in trade policy is based upon express powers set out in Article 1, Section 8 of the U.S. Constitution. Congress exercises this power by enacting laws that authorize trade programs and govern trade policy. Congress also sets trade negotiating objectives in law; requires formal consultation from and an opportunity to advise on trade negotiations with the Executive Branch; and conducts oversight hearings on trade programs and agreements. How U.S. trade policy is fashioned and implemented has far-reaching impact. The instructor examines Congress's role in trade policy by focusing on its authority; its goals and objectives; and its interplay with the President and the Executive Branch.

MP3 format plays in all CD/DVD drives and many CD players.
Recorded Thursday, November 8, 2007 ISBN 10: 1587330717
Total run time: 57 minutes **Includes seminar materials. \$47**

Congressional Committees and Party Leadership: Who Controls the Congressional Agenda

Who really controls the agenda on Capitol Hill? The committee system historically has been responsible for crafting legislative proposals and shepherding legislation through the process. Yet, party leadership has taken a more prominent role in setting the legislative agenda. What does this mean for your organization?

- Learn about the structure of the committee system and how it has evolved

- How committee rosters are determined and chairs selected
- The role of party leadership in Congress
- Party leadership versus committees: who controls the agenda

Audio CD format plays in all CD/DVD drives and all CD players.
Recorded December 8, 2005 ISBN 10: 1587330318
Total run time: 91 minutes **Includes seminar materials. \$47**

Congressional Pay and Perks

Are you interested in learning about congressional pay and perks? This program provides an overview of congressional pay and pay increases; retirement benefits, including pension plans; and perquisites. Topics covered include:

- Current pay for Senators and Representatives and the three basic ways members can adjust their pay
- Civil Service Retirement System (CSRS), Federal Employees Retirement Act of 1986 (FERS), and Social Security
- Retirement under CSRS and FERS
- House and Senate perquisites such as parking privileges, free outpatient care at the Naval Medical Center, and the franking privilege
- An insider's look at the "small cities" on the House and Senate sides of the Capitol and in the House and Senate Office Buildings

MP3 format plays in all CD/DVD drives and many CD players.
Recorded January 22, 2009 ISBN 10: 1587330873
Includes seminar materials. \$27

Congressional Testimony—Tips, Tactics & Techniques for Writing

Are you responsible for writing congressional testimony? If so, this audio course provides insightful tips on research preparation, audience analysis, and persuasion. We review techniques for organizing written testimony in a way that improves its oral delivery. The instructor highlights how to write a sound argument, focusing on position, reasons, support, and explanation.

MP3 format plays in all CD/DVD drives and many CD players.
Recorded February 28, 2006 ISBN 10: 1587330342
Total run time: 69 minutes **Includes seminar materials. \$47**

Creating a Message That Resonates with Your Audience

If you want to make an impact, you need to have a clear and commanding message. This program provides the tools to create a message that resonates with your audience. Topics covered include:

- Creating your message for internal and external audiences
- The message pyramid—why it matters
- Using the Message Box to refine your message
- Theory and research
- Guidelines

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 3, 2008 ISBN 10: 1587330792
Total run time: 72 minutes **Includes seminar materials. \$47**

How the Media Works and How to Work the Media

Capitol Learning Audio Course on CD
MP3

How to Lobby the Executive Branch and Independent Agencies

Capitol Learning Audio Course on CD
MP3

Crisis Communications: Establishing an Internal Crisis Communications System

Learn how to formulate a strong internal communications system that will get your organization through a crisis.

- Why is an internal crisis communications system necessary?
- Objections you may face to establishing a crisis communications system
- Who should be on your crisis communications team and what procedures should be enacted?
- How to develop your message
- Emergency response materials: information brochures, fact sheets, explanations of complicated technical systems or in-house procedures
- Emergency response drills

MP3 format plays in all CD/DVD drives and many CD players.

Recorded January 24, 2008 ISBN 10: 1587330520

Includes seminar materials. \$47

Crisis Communications: Hoping That It Will Never Happen, But Glad You Planned for It

In this audio course, learn how to formulate a strong communications plan that will get your organization through a crisis.

- Handling systemic, adversarial, and image crises
- Streamlining media/PR operations in a crisis
- How to use the web in a crisis
- Act quickly—especially important for federal agencies

MP3 format plays in all CD/DVD drives and many CD players.

Recorded September 7, 2005 ISBN 10: 1587330245

Total run time: 79 minutes Includes seminar materials. \$47

C-SPAN 1 Viewer's Guide: Making Sense of Watching the House of Representatives

If you frequently watch House floor action on C-SPAN 1 and you don't always understand the floor process, this program will demystify House floor proceedings, explain the physical layout, and clarify congressional jargon and phrases. Learn about:

- Who sits where and why
- The "Committee of the Whole"
- Who gets to speak and when they get to speak
- The implications of "moving the previous question"
- The four different types of votes, and more

MP3 format plays in all CD/DVD drives and many CD players.

Recorded January 10, 2008 ISBN 10: 1587330369

Includes seminar materials. \$27

C-SPAN 2 Viewer's Guide: Making Sense of Watching the Senate: What's Behind the Classical Music

If you frequently watch Senate floor action on C-SPAN 2 and you wonder where have all the senators gone, this program demystifies Senate floor proceedings, explains the physical layout, and clarifies congressional jargon and phrases. Learn about:

- Who sits where and why
- What happens during morning hour and morning business
- What are time agreements
- Who gets to speak and when they get to speak
- Why the classical music
- The three different types of votes, and more

MP3 format plays in all CD/DVD drives and many CD players.

Recorded February 12, 2008 ISBN 10: 1587330544

Includes seminar materials. \$27

Drafting Effective Federal Legislation and Amendments in a Nutshell

For federal agency staff and those who prepare reports and documents for colleagues who draft legislation, this audio course discusses key drafting rules, and offers suggestions on legislative style, grammar, and wording. We review the basic rules of construction as outlined in the U.S. Code, and discuss OMB's clearance process.

MP3 format plays in all CD/DVD drives and many CD players.

Recorded January 26, 2006 ISBN 10: 1587330326

Total run time: 90 minutes Includes seminar materials. \$47

Earmarks: Results-Oriented Strategies and Tactics in Light of Statutory and Internal Congressional Rule Changes

What are the recent statutory and internal congressional rules changes that affect your lobbying strategies? Learn how to formulate and implement political and lobbying strategies when seeking congressional earmarks.

Topics include:

- What are the earmark reforms
- Learn a methodology and approach
- Finding earmarks in appropriation measures, floor amendments, conference reports, and the managers' explanatory statement
- How to influence the legislative process in order to benefit from an earmark

MP3 format plays in all CD/DVD drives and many CD players.

Recorded March 20, 2008 ISBN 10: 1587330180

Total run time: 88 minutes Includes seminar materials. \$47

Earmarks for Municipalities: How Local Governments Can Access a Fair Share of Federal Funding

Directed congressional appropriations, i.e., earmarks, are here to stay because Congress plays a vital and unequivocal role in building the government's annual budget and determining funding priorities. Municipalities across the country have discovered this source of funding. Earmarks, the subject of much public discussion, are devices regularly used in annual appropriations acts to direct the availability of funds for specific activities. Local governments often cannot afford new projects, so they look to the federal government for funding. If you are seriously seeking federal funding, or just curious about this process, this audio course explains what earmarks are and how they are obtained.

- What are earmarks
- Finding earmarks in appropriation measures, floor amendments, conference reports, and the managers' explanatory statement
- When are earmarks legally binding
- How municipalities can influence the legislative process in order to be the beneficiary of an earmark

MP3 format plays in all CD/DVD drives and many CD players.
Recorded September 26, 2006 ISBN 10: 1587330504
Total run time: 83 minutes **Includes seminar materials. \$47**

Effectively Using Persuasion in Your Oral Presentations: A Trial Lawyer's Perspective

The ability to persuade is a trial lawyer's lifeblood. Would you like the opportunity to hear how you can incorporate the art of persuasion into your oral presentations? A successful trial lawyer shares his insights on the following:

- The importance of themes
- Storytelling
- Sentence structure
- Pace, tone, and timing

MP3 format plays in all CD/DVD drives and many CD players.
Recorded July 10, 2007 ISBN 10: 1587330652
Total run time: 80 minutes **Includes seminar materials. \$47**

Effectively Using E-Newsletters, Email Alerts, Podcasts, and Your Web Site

In this audio course learn how to keep your members, grassroots, coalitions, and partners motivated in your cause with frequent and predictable communication from your organization. We review the use of e-newsletters, email alerts, and using your web site to your advantage.

- E-Newsletters: When to publish? How long should they be? Importance of links and segmenting your email lists
- Email Alerts: Tips on what should and should not be included
- Podcasts: What they are and how to leverage their use
- Web Sites: Linking to your web site; Making your web site "Hill friendly"

MP3 format plays in all CD/DVD drives and many CD players.
Recorded March 7, 2006 ISBN 10: 1587330350
Total run time: 62 minutes **Includes seminar materials. \$47**

Embassy Series: Essentials of U.S. Governance for Foreign Diplomats and Embassy Staff Three Courses

As a foreign diplomat or embassy staff member based in the United States, you need a good understanding of the U.S. government to work effectively. This three-part series of courses introduces you to the structure of the three branches of government, the dynamics of Congress, and federal rulemaking and the federal regulatory process.

Part I: The U.S. Government in a Nutshell

- Learn about the executive, legislative, and judicial branches of the federal government—their roles and relationships
- How federal agencies work and what they do
- How the federal government differs from state government

Recorded September 9, 2008 107 minutes

Part II: The Dynamics of the Legislative Process

- The three elements that drive Congress: politics, policy, and procedure
- The structure and organization of Congress
- Committees—Congress at work
- How a bill becomes a law

Recorded September 16, 2008 92 minutes

Part III: The Federal Regulatory Process

- Rulemaking, types of rules, and the purposes of rulemaking procedures
- Elements of proposed and final rulemaking notices
- What happens inside the agency and the public's role in the process
- Informal processes that influence rulemaking
- The Office of Management & Budget's role in the regulatory process

MP3 format plays in all CD/DVD drives and many CD players.
3 courses recorded:

Part I: Recorded September 9, 2008
Part II: Recorded September 16, 2008
Part III: Recorded September 23, 2008

ISBN 10: 158733089X
Total run time: 279 minutes Includes all course materials.
Three Audio Courses on CD: \$127

The Federal Budget Process

Receive an introduction to the federal budget process.

Topics covered include:

- Federal budget process chronology
- The President's budget
- Players in the congressional budget process
- Key federal budget terms
- Three different processes
- The budget resolution and reconciliation

MP3 format plays in all CD/DVD drives and many CD players.
Recorded August 5, 2008 ISBN 10: 1587330830
Total run time: 98 minutes **Includes seminar materials. \$47**

Federal Regulatory Process: Piecing Together the Regulatory Puzzle

This audio course shows you how the Federal Register Act and the Administrative Procedure Act drive the federal regulatory process, and how federal agencies use the regulatory process to issue and enforce legally effective regulations.

- What triggers rulemaking
- Types of rules
- Rulemaking procedures
- What avenues are available to the public seeking to influence or check the exercise of regulatory power
- Regulatory oversight at OMB and OIRA's role in the regulatory process

MP3 format plays in all CD/DVD drives and many CD players.
Recorded May 18, 2006 ISBN 10: 1587330407
Total run time: 59 minutes **Includes seminar materials. \$47**

Freedom of Information Act (FOIA): Getting the Information You Need

As a media relations professional, you need to know how to obtain federal records through the Freedom of Information Act (FOIA). We show you how. Topics covered in this audio course include:

- FOIA background and purpose
- Nine exemptions and three exclusions
- Where to make the request
- How to make the request
- Fees and response times
- Administrative appeals and judicial review
- FOIA reading rooms
- FOIA media requests

MP3 format plays in all CD/DVD drives and many CD players.
Recorded December 7, 2006 ISBN 10: 1587330490
Total run time: 91 minutes **Includes seminar materials. \$47**

House Floor Procedures

- House calendars: Legislative, Union, Discharge, and Private
- How measures get to the floor
- Methods of consideration
 - Unanimous consent
 - Suspension of the rules
 - Private calendar
 - Special rule

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 15, 2008 ISBN 10: 1587331217
Total run time: 95 minutes **Includes seminar materials. \$47**

House Floor Procedures: An Overview of Suspension of the Rules, Special Rules, and the Amendment Process

Learn how legislation gets to the House floor and understand House floor procedures.

- The role of the Rules Committee and open, closed, and modified rules
- House calendars
- Suspension of the rules

- The Committee of the Whole and the amendment process

MP3 format plays in all CD/DVD drives and many CD players.
Recorded April 4, 2006 ISBN 10: 1587330377
Total run time: 90 minutes **Includes seminar materials. \$47**

House Rules Committee

- History of the Rules Committee, its power, and its role in recent Congresses
- How resolutions or "rules" granted by the Rules Committee structure floor debate and amendment opportunities
- Open, modified, and closed rules
- Procedures that govern floor consideration of the "rule"

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 22, 2008 ISBN 10: 1587331209
Total run time: 89 minutes **Includes seminar materials. \$47**

House Rules Committee: Gatekeeper to the Floor

Referred to as the "Gatekeeper to the Floor," the House Rules Committee wields much power. This audio course explores the history, membership, work, and power of the House Rules Committee.

- Brief review of the history of the Rules Committee, its power, and its role in recent Congresses
- How the resolutions or "rules" granted by the Rules Committee structure floor debate and amendment opportunities
- The nuances and procedural implications of the different types of "rules": open, modified, closed
- The procedures that govern floor consideration of the "rule"

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 20, 2006 ISBN 10: 1587330423
Total run time: 93 minutes **Includes seminar materials. \$47**

How Federal Agencies Can Work Effectively with Congress and Congressional Staff

As a federal employee, you work with Members of Congress and their staffs. Unlike outside interests, you cannot lobby for your issues. In this audio course learn how you can communicate and work more effectively with Congress and its staff.

- Tools and techniques you can use to communicate most effectively with Congress
- Working with the political appointees in your Congressional Liaison Office
- Making the most of your meetings with staff
- What to bring to a meeting
- The importance of post meeting follow up
- Restrictions on contacts: Legal and political
- Jurisdictional committees

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 24, 2006 ISBN 10: 1587330474
Total run time: 77 minutes **Includes seminar materials. \$47**

How the Media Works and How to Work the Media

- Introduction to who, what, and where the media is
- How new technology has changed the media, and how you need to change
- The mindset of, and tips for dealing with reporters
- Deadlines and lead time
- Getting the media interested in your organization and your story
- Different approaches for pitching to TV, print, and radio reporters
- What the media can do for you
- Characteristics of organizations that effectively use the media

MP3 format plays in all CD/DVD drives and many CD players.
Recorded July 17, 2007 ISBN 10: 1587330660
Total run time: 82 minutes **Includes seminar materials. \$47**

How to Find a Job in Washington, DC

- Where to start—developing your game plan
- When to come to Washington
- How to build a Washington network
- Online web sites
- How to get a job on the Hill
- How to interview effectively—telephone and in person
- Following up on meetings and interviews
- Reality check

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 17, 2008 ISBN 10: 1587330881
Total run time: 100 minutes **Includes seminar materials. \$47**

How to Get a Job with the U.S. Federal Government

The U.S. federal government is one of the biggest and best employers in the United States. It has some of the most interesting and unique jobs available and has opportunities both domestically and abroad. Within the federal government you can be anything from an accountant, astronaut, cook, criminal investigator, diplomat, doctor, intelligence analyst, IT specialist, to a veterinarian. There is a government job for you.

Landing a federal job is not always an easy process. There is a great deal of competition for many positions. So the question is how do you get the federal job that you want? This audio course teaches you how.

- Where to find government jobs
- Developing a government job search strategy
- Conducting a self-assessment
- Matching yourself with the right agencies/positions
- Evaluating government positions
- Conducting a qualifications analysis
- Effectively targeting positions
- Developing federal resumes and KSAs that win interviews
- Succeeding at the federal interview

MP3 format plays in all CD/DVD drives and many CD players.
Recorded August 28, 2008 ISBN 10: 1587331284
Total run time: 112 minutes **Includes seminar materials. \$47**

How to Lobby the Executive Branch and Independent Agencies

Would you like a crash course on how to best lobby the executive branch and independent agencies? What are the regulations, in place and proposed, of which you must be aware? This audio course discusses the following topics and offers many invaluable tips:

- Executive Branch gift rules
- The Executive Branch Reform Act of 2007 (H.R. 984)
- How to develop a strategic plan, identify champions, and utilize Congressional contacts
- How to “get your foot in the door”

MP3 format plays in all CD/DVD drives and many CD players.
Recorded September 25, 2007 ISBN 10: 1587330687
Total run time: 81 minutes **Includes seminar materials. \$47**

How to Obtain a Security Clearance from the U.S. Federal Government

Find out everything you wanted to know about security clearances and the adjudication process used by the federal government and its contractors. Security clearances are required to work for government agencies in the national and homeland security community as well as government contractors supporting their work. This audio course will teach you:

- What are security clearances?
- What positions require a clearance
- How to get a security clearance
- The various types of clearances
- The Background Investigation
- The Adjudication Process
- Factors that can affect getting a clearance
- What you should know and do before applying for a job that requires a clearance

MP3 format plays in all CD/DVD drives and many CD players.
Recorded August 27, 2008 ISBN 10: 1587330903
Total run time: 124 minutes **Includes seminar materials. \$47**

How to Organize a Capitol Hill Day: Planning, Budgeting, and Communicating with Congressional Offices

This audio course shows anyone how to organize a successful Capitol Hill Day. Whether you're starting in DC or Omaha, we'll show you how to maximize your important event by combining volunteer training with visits to congressional delegations. Learn:

- How to devise efficient planning cycles
- Best practice strategies for effective event budgeting
- Tools helpful in planning, creating and producing an effective training event
- Ways to train volunteers so they know what to expect, say, and do
- How to follow-up with volunteers and keep them motivated after they leave Washington

Audio CD format plays in all CD/DVD drives and all CD players.
Recorded April 26, 2005 ISBN 10: 1587330164
Total run time: 77 minutes **Includes seminar materials. \$47**

PACs in a Nutshell: Political Action Committee Basics

Capitol Learning Audio Course on CD
MP3

Public Affairs Primer for Nonprofits and Associations: Formulating Strategies and Influencing Congressional Action

Capitol Learning Audio Course on CD
MP3

How to Read and Decipher the Department of Defense (DoD) Budget: A Primer for Defense Industry Professionals

- Identify and locate the OMB and DoD budget documents you need, including the OMB Budget Appendix, OMB Analytical Perspectives, OMB historical tables, R-1s, P-1s, the DoD "Green Book," Army, Navy, Marine Corps, Air Force, and Defense-wide budget justification books, DoD financial management regulations, and DoD reprogramming actions.
- Understand basic budget terms, including the "national defense budget function," the Department of Defense budget, budget authority, outlays, obligations, "program, project, and activity," appropriations accounts, line items, activity groups, subactivity groups, program elements, projects within program elements, and working capital funds.
- Untangle how the overall national defense budget request is broken down into various appropriations bills and how CBO "scorekeeping" affects how budget totals in various bills are reported.
- The relationship between the defense authorization bill and defense appropriations bills.
- How to track congressional action on specific "earmark" requests.
- Calculate inflation-adjusted trends in the budget.
- Tools and techniques to make you more efficient.

MP3 format plays in all CD/DVD drives and many CD players.

Recorded April 15, 2008 ISBN 10: 1587330741

Total run time: 95 minutes **Includes seminar materials. \$47**

How to Work the Hill Like a Pro: Top Lobbying Strategies, Compliance, and Formulating a Legislative Action Plan

Whether you're participating in an organized Capitol Hill Day or visiting the Hill on your own behalf, you need to know how to work the Hill and advocate your message. This audio course gives you the information necessary to ensure your message is heard. This course provides:

- A profile of the 110th Congress
- An explanation of the new environment
- A discussion on legislative and political environments

- An overview of technology trends
 - Strategies for building an annual legislative plan
- MP3 format plays in all CD/DVD drives and many CD players.
Recorded February 26, 2007 ISBN 10: 1587330636
Total run time: 107 minutes **Includes seminar materials. \$47**

Introduction and Referral in the House and Senate

- Four types of legislation
- Who can introduce measures and when they can be introduced
- Referral: Rule X in the House and Rule XXV in the Senate
- Role of the Speaker of the House and the presiding officer of the Senate in referral

MP3 format plays in all CD/DVD drives and many CD players.

Recorded October 1, 2008 ISBN 10: 1587331233

Total run time: 92 minutes **Includes seminar materials. \$47**

Keys to Effective Presentations: Invigorate Your Delivery and Increase Your Confidence

How to deliver a memorable presentation.

- Tips to project your voice and use breathing to help reduce anxiety. Your voice can help or hurt you. Learn how to change it.
- Techniques to increase your confidence and become a dynamic presenter. Turn your lack of confidence into an asset.
- Use content to engage your audience.
- Handle Q & A strategically. Change hecklers into helpers.
- Manage visual aids to add value.
- Practical "Do's and Don'ts."

MP3 format plays in all CD/DVD drives and many CD players.

Recorded June 24, 2008 ISBN 10: 1587330814

Total run time: 82 minutes **Includes seminar materials. \$47**

Legislating in the U.S. Senate

Martin Gold, a former floor advisor and counsel to Majority Leader Bill Frist analyzes how legislating in the U.S. Senate differs from legislating in the House of Representatives. He shares his personal experience and knowledge of the history of the Senate during this program. Mr. Gold focuses on the four pillars of Senate procedure:

- Rules
- Precedents
- Rule-Making Statutes
- Unanimous Consent Orders

MP3 format plays in all CD/DVD drives and many CD players.

Recorded June 19, 2008 ISBN 10: 1587330776

Total run time: 87 minutes **Includes seminar materials. \$47**

The Lobbying and Ethics Reform Bill— Honest Leadership and Open Government Act of 2007

Our Washington expert gives you an overview of the recently passed lobbying and ethics reform bill, the "Honest Leadership and Open Government Act of 2007" and analyzes how it will affect your lobbying efforts on the Hill. Topics covered include:

CAPITOL LEARNING COURSES

- Gifts, meals, drinks
- Privately funded travel
- Requirements of lobbyists
- Post-employment (“Revolving Door”) restrictions
- Reporting requirements
- New bundling rules
- Earmarks

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 24, 2007 ISBN 10: 1587330512
Total run time: 59 minutes **Includes seminar materials. \$47**

Lobbying for Foreign Agents and Foreign Principals

As a foreign agent or a foreign principal, are you aware of the extensive disclosure requirements on your lobbying activities as well as restriction on campaign contributions and payment for gifts and travel for federal officials? This audio course highlights the Foreign Agents Registration Act (FARA), the Lobbying Disclosure Act (LDA), the Federal Elections Campaign Act, and the Rules of the U.S. House of Representatives for the 110th Congress. Our faculty also offer lobbying tips and strategies.

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 23, 2007 ISBN 10: 1587330709
Total run time: 60 minutes **Includes seminar materials. \$47**

Making the Most of a Site Visit with a Member of Congress: Tips on Preparing, Conducting, and Following Up a Site Visit

Getting the attention of your Member of Congress to focus on your issue is more and more difficult. Competing interests, busy schedules, and overburdened staffs are among the hurdles you face. A cost-effective way to reach your Member is to have them visit your environment for a site visit.

- The value of a site visit
- Find out the most appropriate way to invite a member
- How to prepare for the visit—details, details, details
- Conducting the visit
- Following up the visit to seal its success

MP3 format plays in all CD/DVD drives and many CD players.
Recorded May 4, 2006 ISBN 10: 1587330393
Total run time: 46 minutes **Includes seminar materials. \$47**

Maximizing the Internet for the Public Affairs Professional

This audio course gives you an overview of how to use the Internet to communicate effectively in public affairs (and couldn't learn just by Googling).

- The evolving Internet
- Email: The basic tool
- Databases: The basic asset
- The new agenda-setters
- Creating content
- Retrofitting your organization
- The Digital-Age attitude

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 10, 2006 ISBN 10: 1587330628
Total run time: 97 minutes **Includes seminar materials. \$47**

Media Relations: Capitalizing on Your Resources, Your Office, and the Media

As a media relations professional, you operate in a very competitive environment. Have you examined your organization's communications strategies to see if you are maximizing your resources? During this audio course, our experienced faculty discuss:

- Targeting the right audience
- Educating your internal audience
- Capitalizing on your web strategy
- Going beyond “cute” when crafting an informative press release
- Using tracking, monitoring, and evaluating to build on your success

MP3 format plays in all CD/DVD drives and many CD players.
Recorded September 6, 2007 ISBN 10: 1587330679
Total run time: 70 minutes **Includes seminar materials. \$47**

Media Relations: Merging Policy and Media Strategies

How to become more effective in getting your message heard in Washington and your community.

- Secure the support of your policy wonks
- Master the five management principles of online communication and how to build a top-notch public affairs web site
- How to reach out to coalitions and your grassroots volunteers
- Off-line activities and online assets

Audio CD format plays in all CD/DVD drives and all CD players.
Recorded August 16, 2005 ISBN 10: 1587330229
Total run time: 75 minutes **Includes seminar materials. \$47**

Media Relations: Secrets to Changing Nattering Nabobs of Negativism into Perky Purveyors of Positivism

As the communications professional in your organization, how can you get out good news? In this audio course, we discuss how to

- Overcome internal challenges
- Influence policy and policy makers
- Effectively use your web site
- Build a “positive crisis” mentality within your organization

MP3 format plays in all CD/DVD drives and many CD players.
Recorded September 28, 2006 ISBN 10: 1587330466
Total run time: 65 minutes **Includes seminar materials. \$47**

Media Relations for the Newbie

This audio course assists the new public or government affairs professional learn how local, state and national media work, and how to work the media. Topics include:

- Tips for dealing with reporters
- What the media can do for you
- Getting the media interested in your organization
- Deadlines and lead time
- Different approaches to pitching to television, print, and radio reporters

Audio CD format plays in all CD/DVD drives and all CD players.
Recorded May 5, 2005 ISBN 10: 1587330172
Total run time: 68 minutes **Includes seminar materials. \$47**

Offline: People Resources

- Finding experts
- Preparing to make an information-gathering telephone call
- Making the call
- Washington contacts

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 25, 2008 ISBN 10: 1587331071
Total run time: 82 minutes **Includes seminar materials. \$47**

Online Search Techniques: Faster Searching, Better Results

- Search Engines: What they can and can't do
- Planning and conducting an online search
- Constructing a search with Boolean operators
- Filtering and limiting when you get too much
- Evaluating information and web sites

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 14, 2008 ISBN 10: 1587331128
Total run time: 84 minutes **Includes seminar materials. \$47**

PAC Management: Advanced PAC Strategy

If you want to take your PAC to the next level, this program is for you. Topics covered include:

- Competitor/benchmark analysis
- Champion development
- Differentiation among candidates
- Champion development
- Finding and implementing effective ways to measure and perhaps predict contribution performance
- Top ten strategies

MP3 format plays in all CD/DVD drives and many CD players.
Recorded July 31, 2008 ISBN 10: 1587331276
Total run time: 88 minutes **Includes seminar materials. \$47**

PACs in a Nutshell: Political Action Committee Basics

This introductory audio course gives you a basic understanding of how to structure a Political Action Committee (PAC).

- Structure your PAC for maximum impact
- A guide through the maze of FEC regulations and filings
- Make the most of your PAC dollars

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 24, 2007 ISBN 10: 1587330695
Total run time: 81 minutes **Includes seminar materials. \$47**

Parliamentary Procedure of the U.S. Senate: Debate and Amendment

Learn about the two characteristics of the U.S. Senate that set it apart from the House of Representatives: the right to debate and the right to amend. Topics include:

- Recognition
- Non-debatable questions
- Limiting debate

- Cloture
- Amendment process

MP3 format plays in all CD/DVD drives and many CD players.
Recorded May 22, 2008 ISBN 10: 1587330768
Total run time: 87 minutes **Includes seminar materials. \$47**

Practical Web Research in a Nutshell

Learn how to search more efficiently and effectively in this course designed for professionals who want practical techniques for conducting Web research on the job. In this course, you will gain an overview of:

- How search engines work, and how to make them work for you
- Advanced, but easy, search techniques
- How to use the best of the free websites for legislative, legal, regulatory, factual, state, and international information
- What to do when you do not know where to start
- What you will *not* find on the Internet

MP3 format plays in all CD/DVD drives and many CD players.
Recorded August 12, 2008 ISBN 10: 1587330865
Total run time: 70 minutes **Includes seminar materials. \$47**

Preparing for Congressional Oversight and Investigation: A "How-To" for Agency Officials and Members of the Private Sector

Members of the 110th Congress are conducting vigorous oversight and investigations. As an agency official or member of the private sector, you need to be prepared. This audio course discusses:

- What you can expect from a congressional investigation
- How you can develop a strategic response plan
- Actions you can take
- Strategies for oversight hearing preparation

MP3 format plays in all CD/DVD drives and many CD players.
Recorded March 1, 2007 ISBN 10: 1587330644
Total run time: 80 minutes **Includes seminar materials. \$47**

Presidential-Congressional Relations: Rivals Sharing Power

- Why is the relationship so complicated?
- The external and internal challenges to presidential success
- Foreign policy powers versus domestic powers
- Coping with challenges

MP3 format plays in all CD/DVD drives and many CD players.
Recorded May 13, 2008 ISBN 10: 158733075X
Total run time: 92 minutes **Includes seminar materials. \$47**

Press Conferences and Media Interviews for Scientists and Engineers

- When to hold a press conference—is there news?
- Who's on stage?
- Press conference checklist
- Preparation tips
- Follow-up strategy

CAPITOL LEARNING COURSES

- Steps for media interview preparation—with the reporter—with your office
- Developing the message; staying on point; and going on the offensive
- Developing positive interview answering skills
- Mastering the art of transitioning
- Tips for the principal

MP3 format plays in all CD/DVD drives and many CD players.
Recorded April 24, 2007 ISBN 10: 1587330571
Total run time: 62 minutes **Includes seminar materials. \$47**

Public Affairs Primer for Nonprofits and Associations: Formulating Strategies and Influencing Congressional Action

For the newer public or government affairs professional, this audio course covers:

- Basics of federal, state, and local government relations functions
- Strategies for working effectively within your organization
- Ways to apply strategic planning and performance measurements
- How to enhance government affairs activities and their effectiveness
- Ways to implement an effective issues management program
- How to demonstrate bottom-line business impacts

MP3 format plays in all CD/DVD drives and many CD players.
Recorded May 8, 2007 ISBN 10: 158733058X
Total run time: 77 minutes **Includes seminar materials. \$47**

Reconciling Differences Between House-Passed and Senate-Passed Legislation

- Amendments between the houses
- Conference Committees
 - Selection of conferees
 - Motion to instruct conferees
 - Authority of conferees
 - Conference report and joint explanatory statement

MP3 format plays in all CD/DVD drives and many CD players.
Recorded December 2, 2008 ISBN 10: 1587331152
Total run time: 102 minutes **Includes seminar materials. \$47**

Researching Legislative Histories: Bills, Resolutions, Committee Hearings, and Committee Reports

If you are researching legislative histories, you need a thorough understanding of federal legislative documents. During this program, you will learn about:

- Bills, resolutions, and the print and Internet sources for them
- Committee hearings—types and sources to locate published hearings
- Other miscellaneous documents and publications

MP3 format plays in all CD/DVD drives and many CD players.
Recorded July 23, 2008 ISBN 10: 1587330822
Total run time: 87 minutes **Includes seminar materials. \$47**

Researching Legislative Histories: Finding Legislative Intent in Bills and Committee and Conference Reports

Learn where to start your legislative history research. This audio course provides a framework for researching legislative histories of federal laws. Legislative documents such as bills, joint resolutions, and committee and conference reports are analyzed and discussed. A brief review of statutory research is also provided.

- Where is the best place to start your research
- Learn what laws are codified
- U.S. Statutes at Large, U.S. Code Congressional & Administrative News, U.S. Code, U.S. Code Annotated, U.S. Code Service
- What can you find in committee reports

MP3 format plays in all CD/DVD drives and many CD players.
Recorded February 14, 2006 ISBN 10: 1587330334
Total run time: 96 minutes **Includes seminar materials. \$47**

Researching Legislative Histories: Statutory and Code Research

If you are researching legislative histories, you need a thorough understanding of the sources and publication of laws, i.e., statutes and codes. During this program, you will:

- Learn about the “print and selected electronic” sources and publications of “federal” laws in layperson’s terms
- Examine the U.S. Statutes at Large and U.S. Code, and other compilations of laws
- Learn the fastest ways to find these documents in print and online
- Be apprised of other research aids

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 18, 2008 ISBN 10: 1587330806
Total run time: 92 minutes **Includes seminar materials. \$47**

Senate Amendment Procedure

Confused about how legislation is amended on the Senate floor? This audio course demystifies the amendment procedure in the Senate. Topics include:

- The role of nongermane amendments
- Forms of amendments: Degree of amendment, Substitute and Perfecting, Amending previously amended material, Principles of Precedence, Amendment Trees
- Amendment Process: Working through the amendment trees
- Voting
- Third Reading

MP3 format plays in all CD/DVD drives and many CD players.
Recorded June 6, 2006 ISBN 10: 1587330415
Total run time: 88 minutes **Includes seminar materials. \$47**

Visiting Capitol Hill for First Time Grassroots Advocates: An Introductory Course

Capitol Learning Audio Course on CD
MP3

Senate Scheduling and Floor Procedures:

The Role of the Majority Leader,
Raising Measures, and the
Use of Amendments

Capitol Learning Audio Course on CD
MP3

Senate Floor Procedures

- Sequence of floor procedures that occurs after a bill has been scheduled and called up for consideration on the floor
- Importance of the floor manager's role
- Rules pertaining to filibusters, cloture, and post-cloture filibusters
- Voting procedures, motions to table, reconsider, and recommit

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 12, 2008 ISBN 10: 1587331179
Total run time: 92 minutes **Includes seminar materials. \$47**

Senate Parliamentary Procedure: Debate and Amendment

Learn about the two characteristics of the U.S. Senate that set it apart from the House of Representatives: the right to debate and the right to amend. Topics include:

- Recognition
- Non-debatable questions
- Limiting debate
- Cloture
- Amendment process

MP3 format plays in all CD/DVD drives and many CD players.
Recorded May 22, 2008 ISBN 10: 1587330768
Total run time: 87 minutes **Includes seminar materials. \$47.**

Senate Scheduling

- Rules and custom; priority of recognition
- Legislative and calendar days
- Morning Hour and Morning Business
- Two calendars: Legislative and Executive
- Bringing motions to the floor
 - Unanimous consent
 - Time agreements
 - Motion to proceed

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 5, 2008 ISBN 10: 1587331187
Total run time: 95 minutes **Includes seminar materials. \$47**

Senate Scheduling and Floor Procedures: The Role of the Majority Leader, Raising Measures, and the Use of Amendments

Learn what takes place during the various stages of a typical day on the Senate floor.

- The Senate's two calendars: Executive Calendar and the Calendar of Business
- Compare and contrast the scheduling of minor versus major legislation
- Analyze the role of unanimous consent and other means of bringing bills to the floor
- How important is the floor manager's role?
- What are the rules pertaining to filibuster, cloture, and post-cloture filibusters?

Audio CD format plays in all CD/DVD drives and all CD players.
Recorded August 30, 2005 ISBN 10: 1587330237
Total run time: 89 minutes **Includes seminar materials. \$47**

State-Level and International Research

- Centralized sources for state government information
- International research: search engines and news

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 18, 2008 ISBN 10: 158733108X
Total run time: 72 minutes **Includes seminar materials. \$47**

Statutory Construction: A Primer on How to Read and Understand Statutory Text

Learn general principles of statutory interpretation so that you can understand statutory text. Be apprised of the tools, conventions, and presumptions that are used to interpret statutory language. Topics covered include:

- Determining the intent of Congress
- Tools, not rules
- Considering other statutes and general federal laws
- Legislative history

MP3 format plays in all CD/DVD drives and many CD players.
Recorded April 17, 2008 ISBN 10: 1587330784
Total run time: 100 minutes **Includes seminar materials. \$47**

Strategies and Tactics That Will Help You Impact Congressional Action

As a government affairs professional, you not only have to be an expert in your field, you also need to know how Congress works and how you can work with members of Congress and their staff to advance your efforts.

Topics include:

- How to identify clear goals
- Who are your sponsors, friends, and opponents
- How to prepare for your first congressional meeting
- Follow-up and outreach
- Working each step of the process
- Defining success

MP3 format plays in all CD/DVD drives and many CD players.
Recorded July 24, 2008 ISBN 10: 1587330849
Total run time: 89 minutes **Includes seminar materials. \$47**

Tracking and Monitoring Legislation: How to Find and Use Congressional Documents

How can you best track legislation for your organization? Learn from our expert faculty about the key resources that will help you quickly find, track, and monitor federal legislation. These resources include:

- Committee Documents: Calendars, Prints, Markups, Reports
- Leadership Documents and Legislative Advisories: House Calendar, Resolutions from the House Rules Committee, Senate Calendar of Business, Senate Executive Calendar, Senate Unanimous Consent Agreements, Whip Notices, Congressional Record

MP3 format plays in all CD/DVD drives and many CD players.
Recorded September 12, 2006 ISBN 10: 1587330458
Total run time: 93 minutes **Includes seminar materials. \$47**

Understanding the Path of Legislation: A Primer on How a Bill Becomes a Law

This audio course provides an introduction to how a bill becomes a law. The following topics are addressed:

- Introduction and referral of legislation
- Committee action, types of hearings, committee markup, and committee reports
- Scheduling, rules committee, the amendment process, and floor action
- Conference committees and reconciling differences between the houses
- Final passage and presidential passage

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 22, 2005 ISBN 10: 158733030X
Total run time: 98 minutes **Includes seminar materials. \$47**

U.S. Executive Branch Research

- USA.gov and USASearch.gov
- Presidential and other White House documents
- Federal regulations
- Freedom of Information Act (FOIA)

MP3 format plays in all CD/DVD drives and many CD players.
Recorded November 4, 2008 ISBN 10: 1587331098
Total run time: 86 minutes **Includes seminar materials. \$47**

U.S. Judicial Branch Research

- Federal court system structure and web sites
- Legal research versus retrieving legal documents
- Best free legal web sites
- Law blogs (blawgs) and email alert services

MP3 format plays in all CD/DVD drives and many CD players.
Recorded October 28, 2008 ISBN 10: 1587331101
Total run time: 71 minutes **Includes seminar materials. \$47**

U.S. Legislative Branch Research

- Primary sources: THOMAS and GPO Access
- Appropriations legislation
- Alert services for tracking and monitoring legislation
- Additional legislative branch sources

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