

Drafting Federal Legislation and Amendments

An Introductory Hands-on How-to Program

This introductory course helps anyone draft, revise, and review bills and amendments, with lessons especially useful to those who review legislation, prepare reports, or draft legislation and other formal legislative documents. In this course our expert faculty explain the role of OMB, examine various formats and explore ways to choose the most appropriate one for your issue.

You will learn how to:

- Define your audience and broaden your measure's appeal
- Assess existing law and policy objectives before putting pen to paper
- Structure bills and amendments to streamline the drafting process
- Comply with the U.S. Code rules of construction, style, grammar and punctuation guide
- Use drafting styles that work in your favor
- Apply drafting language to your ideas and goals via hands-on exercises
- Review legislation drafted by others

Leadership Competencies emphasized in this course:

Influencing/Negotiating • Strategic Thinking
Written Communication

 This is an elective course for the Certificate in Congressional Operations.

Topics

- Preparing to Put Pen to Paper
- Organization and Structural Guidelines
- Drafting "Rules," Style and Practical Tips
- OMB Approval and Transmittal Processes for Federal Agencies
- Mini-Practicum
- Legislative Drafting Practicum: Putting Your Skills to the Test
- Insights, Observations and Suggestions

This course is available for custom on-site training on GSA Advantag[®].

Contact us for details:
703-739-3790, ext. 112.

"Even for individuals involved in legislation on a daily basis, this program has something for everyone."

Associate Director,
American College
of Cardiology

"Will directly aid in my legislative drafting skills."

Deputy Director, Legislative
Reference Service, DoD

"Excellent! Really enjoyed the practical exercises. Very helpful, excellent instruction."

"We have been on the fringe of legislative drafting. This will help us move into this arena effectively."

Director of Federal Affairs,
HIMSS

"Have a much better understanding of presenting alternatives to proposed legislation. The materials are wonderful."

Related Training:

- Advanced Legislative Drafting
- Writing to Persuade
- Congressional Dynamics and the Legislative Process
- Writing for Government and Business: Critical Thinking and Writing
- How to Research and Compile Legislative Histories
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas



6
CEU

Approved for .6 CEUs from George Mason University.



Course materials include the Training Edition of the *Legislative Drafter's Deskbook*, by Tobias A. Dorsey, and other course materials.

Time and Date

9:00 am to 4:30 pm

- July 17, 2012

See web site for course location in Washington, DC.

Registration Fee: \$595

To register, fax or mail completed registration form on inside back cover, or online.

Advanced Legislative Drafting


This advanced course is for anyone who drafts and revises legislation. Build upon the knowledge gained in our *Drafting Federal Legislation and Amendments* course and hone your drafting skills during this one-day hands-on workshop.

Attendees receive an overview of drafting rules and focus on legislative style, grammar, and specific wording. Using a sample issue, attendees draft a short bill. The faculty lead a class discussion, and volunteers share their drafts. The faculty offer guidance and a sample solution to the exercise.

Committee procedure and the amendment process are also discussed. Using other sample issues, attendees draft amendments and revise existing legislation. The faculty lead class discussions and offer guidance and sample solutions to the exercises throughout the day.

Leadership Competencies emphasized in this course:

Influencing/Negotiating • Strategic Thinking
Written Communication

 *This is an elective course for the Certificate in Congressional Operations.*

Topics

- Overview
- Drafting Rules and Styles
- Practical Tips
- Committee Procedure
- Exercises with Instructor Feedback

This is the second course in our 2-course Legislative Drafting Workshop.

The first course, Drafting Federal Legislation and Amendments, is a prerequisite to taking Advanced Legislative Drafting.



 Approved for
.6 CEUs from
George Mason University.

Course materials included.

Time and Date

9:00 am to 4:00 pm

- July 18, 2012

See web site for course
location in Washington, DC.

Registration Fee: \$595

To register, fax or mail completed registration form on inside back cover, or online.



Related Training:

- Writing to Persuade
- Congressional Dynamics and the Legislative Process
- Writing for Government and Business: Critical Thinking and Writing
- How to Research and Compile Legislative Histories
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas

Express Registration and Order Form

Please make photocopies for additional registrations and orders.

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