

## Research Tools and Techniques


### Refining Your Online and Offline Research

What to do when you're told "Find out about this!"

This course helps anyone responsible for research at any Washington-area organization, whether an agency, association, business, elected official or nonprofit. It is designed for anyone who wants to improve their online and offline searches.

Are you among the 80 percent who haven't received research skills training? Our faculty have a minimum of 15 years' experience in performing research in Washington.

- An overview of online searching, telephone and email research
- A discussion of legislative, judicial, regulatory, factual and international research
- A review of public and private information sources

 **WiFi Classroom:** You will have a "hands-on" opportunity to follow our faculty and navigate the Internet with one of our laptop computers (first 20 registrants to sign in at program).

*Leadership Competencies emphasized in this course:*  
External Awareness • Technology Management

### Topics

- Search Techniques: Refining Your Online and Offline Searches
- Federal Legislative Sources
- Courts and Judicial Sources
- Federal Agencies, Administrative and Regulatory Sources
- Identifying Information Sources
- People Interviewing Tips
- Review of Online Search Tips, and Q&A

**Our research courses are available for custom on-site training on GSA Advantage® as 1- to 3-day programs, and can be tailored to emphasize legislative, legal, regulatory, business, or factual research.**

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



6  
CEU

Approved for  
.6 CEUs from  
George Mason University.



Includes the Training Edition of *Real World Research Skills, Second Edition*, by Peggy Garvin.

### Time and Date

9:00 am to 4:00 pm

- December 14, 2012

See web site for course location in Washington, DC.

**Registration Fee:** \$395

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

"Provides additional avenues to information and new ways to use the web more effectively."

Research Analyst, National Marine Manufacturers Association

"I learned some really great techniques and tips today."

Public Policy Manager, United Health Care

"[This program will] help me manage the massive amounts of info that I receive by giving me tools to be more efficient. Exposed me to resources that I didn't know about and gave me lots of ideas on how to be more efficient and better organized. I will always come back to TheCapitol.Net and encourage my colleagues to do so."

Senior Policy Associate, National Recreation and Park Association

### Related Training:

- Congressional Dynamics and the Legislative Process
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- How to Research and Compile Legislative Histories
- Congress in a Nutshell

# Express Registration and Order Form

Please make photocopies for additional registrations and orders.

Course, Publication,  
or Audio Course on CD

Item Code (if any) Quantity Price Each Price

Course, Publication, or Audio Course on CD	Item Code (if any)	Quantity	Price Each	Price

*Submission of course registration indicates your acceptance of our Payment, Cancellation, Substitution, and Transfer policy, pages 63-64, and at [www.AboutCancel.com](http://www.AboutCancel.com). Ebooks and Audio Courses are sold with a limited license: [TCNLicense.com](http://TCNLicense.com)*

Order Total \$ \_\_\_\_\_  
**Shipping and handling\*** \$ \_\_\_\_\_  
*(U.S. (includes APO/FPO) only: 8% of Order Total, \$10 minimum)*  
 Subtotal \$ \_\_\_\_\_  
**5% tax for VA shipping address\*** \$ \_\_\_\_\_  
*(If claiming Virginia non-taxable status, we must have a copy of your Virginia tax exempt certificate on file.)*  
 Total \$ \_\_\_\_\_  
 \*Shipping and handling and VA sales tax on Publications and Audio Courses on CD only.

**On-Site Training:** Please send me information about custom on-site training for my organization.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

## Method of payment

*(Registration and any applicable administrative fees must be paid in full to attend a course.)*

- Check** Make checks payable to: The Capitol.Net, Inc.  
 **Credit Card**  VISA  MasterCard  AMEX  Discover  
*(The charge will appear from TheCapitol.Net.)*

- YES** Add me to your email course announcement list.  
*(I can unsubscribe at any time.)*  
 **NO** Do not add me to your email list announcing upcoming programs.  
*(If both boxes are unchecked, we treat it as a NO. We do NOT rent, sell or share our email list with outside parties.)*

NAME EXACTLY AS IT APPEARS ON CREDIT CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

AUTHORIZATION SIGNATURE \_\_\_\_\_

BILLING CONTACT AND ADDRESS IF DIFFERENT THAN ABOVE \_\_\_\_\_

BILLING EMAIL \_\_\_\_\_



FEIN/TIN: 54-1917701  
 SAN: 853-0513

Questions: **703-739-3790**  
 Fax: **703-739-1195**  
 Mail: **PO Box 25706**  
**Alexandria, VA 22313-5706**  
 Secure online ordering  
 and registration:  
[www.TheCapitol.Net](http://www.TheCapitol.Net)

web