

# Courses

**"I work constantly with congressional staffs and I obtained great tips."**

*Congressional Affairs Staffer*

**"Great tips on how to engage and develop a positive relationship with members and their staff."**

*Course Attendee*

**"Good pointers on how to interact with Capitol Hill staff in a productive manner."**

**"Reinforces experience [10 years working with Congress] and education I have. On target."**

**"Information very useful and it will greatly improve my ability to establish and maintain relationships with staff."**

*Public Policy Fellow,  
American Psychological Association*

## Related Training:

- Media Relations for Public Affairs Professionals
- Advanced Media Relations Workshop
- Writing for Government and Business: Critical Thinking and Writing
- Preparing and Delivering Congressional Testimony
- Writing to Persuade

## Strategies for Working with Congress

### Effective Communication and Advocacy on Capitol Hill

Congressional staff aren't just your way through a member's door; they are the door. How do you get results from these vital, behind-the-scenes individuals? This course helps you:

- Understand the dos and don'ts for developing relations with congressional offices
- Learn the differences between personal and committee staff
- Schedule, prepare for and effectively conduct congressional meetings
- Understand common mistakes that will alienate both staff and members
- Learn how to write a "one pager"

Students learn from a former Member of Congress and find out what tools help entice staff to your side.

*Leadership Competencies emphasized in this course:*

External Awareness • Partnering  
Strategic Thinking • Political Savvy  
Customer Service • Written Communication

 *This is an elective course for the Certificate in Communication and Advocacy.*

## Topics

- Tools and Techniques for Communicating Effectively with Capitol Hill
- Communicating with Congress and Staff: A Member's Perspective
- The Work of Personal and Committee Staff



**4 CEU** Approved for .4 CEUs from George Mason University.



Course materials include the Training Edition of *Persuading Congress*, by Joseph Gibson.

## Time and Dates

9:00 am to 1:00 pm

- October 7, 2011
- February 24, 2012
- October 26, 2012
- February 22, 2013

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.

# Express Registration and Order Form

Please make photocopies for additional registrations and orders.

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or Audio Course on CD

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## 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.  
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*(The charge will appear from TheCapitol.Net.)*

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