

How to Find, Track, and Monitor Congressional Documents


Going Beyond Thomas

Are you responsible for tracking legislation for your organization, finding committee hearings and reports, or searching for legislation and amendments? Do you know which online resources are most useful for your particular task? Do you need to know alternative methods for monitoring legislative changes and ways to better utilize your resources (saving time in the process)?

This course helps students:


- Quickly locate and use online and print congressional documents corresponding to each step in the legislative process
- Effectively track, monitor or research legislation
- Research and analyze legislative history
- Delve beyond monitoring legislation in the news and track real-time progress in Congress

You'll learn different types and versions of bills, committee and conference reports, and leadership documents. Students also find out about the Congressional Record, Congress's official activity account. Learn about legislation tracking, monitoring and the complexities of how a bill becomes a law.

 *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

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

Topics

- Overview of the Legislative Process and the related Congressional Documents
- Committee Documents
- Leadership Documents and Legislative Advisories
- Research Tools, Search Tips, and Web Sites



 Approved for .4 CEUs from George Mason University.



Includes extensive course manual of more than 200 pages, including material from the Training Edition of the *Congressional Deskbook*.

Time and Dates

9:00 am to 1:00 pm

- December 13, 2011
- June 19, 2012
- September 7, 2012
- December 13, 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.

"The reference materials alone are worth the trip to DC!"

"Outstanding insight and essential practical advice on how to effectively navigate through the sometimes overwhelming myriad of congressional documents."

*Senate Fellow,
U.S. Coast Guard*

"I can look at documents and have a better understanding of what they mean and how to deal with them. They don't seem so much like Greek."

*Congressional Researcher,
Litton Industries*

"Picked up lots of new info, also developed new ideas. Lots of new web sites to review."

Legislative Research Specialist, USDA

Related Training:

- Advanced Legislative Procedure
- Congressional Dynamics and the Legislative Process
- How to Research and Compile Legislative Histories
- Research Tools and Techniques: Refining Your Online and Offline Searches
- Congress in a Nutshell

How to Research and Compile Legislative Histories

Searching for Legislative Intent

This full-day course explores effective, professional methods for locating and compiling legislative histories of federal laws.

Our faculty demonstrate and discuss:

- Various document types necessary to research and compile legislative histories including enacted laws, bills and resolutions, floor debates and committee reports with a focus on federal legislative history research methodologies
- The fastest ways to find and use print and online documents
- Professional secrets and tips



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



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

Topics

- Introduction and Overview
- Overview of Web Resources
- Statutory and Code Research
- Bills, Resolutions, and Committee Reports
- Floor Debates
- Hearings, Committee Prints, Congressional Documents, Senate Executive Reports and Executive Documents, House and Senate Journals, Calendars, CIS
- Case Studies—Working Examples
- Conclusion and Questions

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.**



Approved for .6 CEUs from George Mason University.

Course manual includes our Legislative History Reference and Research Tools handout.

Time and Date

9:00 am to 5:00 pm

- June 20, 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.

"Great course ... merging traditional research with up-to-date technological research methods."

"Very well done. Case studies and examples helpful."

"[Faculty] are incredibly experienced and authoritative."

"This was definitely a useful course. It will be an excellent resource when I am called upon to do this kind of work."

"I track bills on my job and now can get more involved in tracking the history."

Related Training:

- Advanced Legislative Strategies
- Congressional Dynamics and the Legislative Process
- How to Find, Track, and Monitor Congressional Documents: Going Beyond Thomas
- Research Tools and Techniques: Refining Your Online and Offline Searches
- Congress in a Nutshell
- Drafting Federal Legislation and Amendments
- Advanced Legislative Drafting

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