



## **A One-Day Congressional Briefing Training On the 115<sup>th</sup> Congress for Federal Agency Field Staff**

Federal employees must know about the legislative and budget processes on Capitol Hill that affect their agencies given the austere fiscal climate. Knowledge of these processes will provide participants with the tools to effectively implement federal policy in the field.

These are challenging times for the federal workforce. Many of the key players on Capitol, both elected and unelected, believe that the federal government is too big and needs to be downsized. This training provides attendees with a central location to enable participants to attend this one-day session without exhausting *per diem* allowances.

**Knowledge is power in the policy process arena.** Effective information exchange between participants and Members of Congress and their staffs is vital for meaningful policy and budget implementation by executive branch agencies. Federal civil servants are the programmatic experts for their agencies' programs. The professionalism and expertise of field staff are critical parts of the policy process. Sessions will include workshops on:

- Power centers on Capitol Hill
- The congressional committee hearing process
- The executive formulation of a budget request
- The congressional budget process
- How to work with congressional staff: "Get to Know Them Before You Need Them"

These seminars will specifically address the competencies of **External Awareness**, **Political Savvy**, and **Partnering** as defined by the Office of Personnel Management:

**External Awareness** - Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.

**Political Savvy** - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

**Partnering** - Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

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The fee for this course (for up to 20 people):

One-day class is \$410/person.

Two-day class is \$495/person.

This includes all materials, instruction, and travel expenses for the presenter.