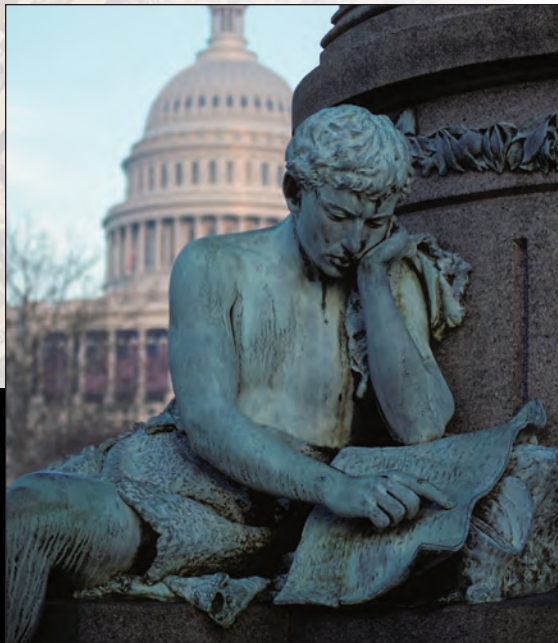


# Legislative, Advocacy, Communication, and Media Training and Publications



We help you  
understand  
Washington  
and Congress.™



# About TheCapitol.Net

We help you understand Washington and Congress.™

For more than 30 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them.

Our training and publications include congressional operations, legislative and budget process, communication and advocacy, media and public relations, research, testifying before Congress, legislative drafting, critical thinking and writing, and more.

TheCapitol.Net encompasses a dynamic team of more than 150 faculty members and authors, all of whom are independent subject matter experts and veterans in their fields. Faculty and authors include senior government executives, former members of Congress, Hill and agency staff, editors and journalists, lobbyists, lawyers, nonprofit executives, and scholars.

We have worked with hundreds of clients across the country to develop and produce a wide variety of custom, on-site training programs.

All courses, seminars, and workshops can be tailored to align with your organization's educational objectives and presented on-site at your location.

TheCapitol.Net is on the GSA Schedule, 874-4, for custom on-site training:  
GSA Contract GS02F0192X.

TheCapitol.Net has more than 2,000 clients representing congressional offices, federal and state agencies, military branches, corporations, associations, news media, and NGOs nationwide.

TheCapitol.Net is a non-partisan firm.

Our blog: [Hobnob Blog](#)—hit or miss ... give or take ... this or that ...



## TheCapitol.Net

*Non-partisan training and publications that show how Washington works.™*

PO Box 25706, Alexandria, VA 22313-5706

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Courses approved for CEUs from George Mason University



GSA Contract GS02F0192X



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**Our current catalog can always  
be found at [TCNCatalog.com](http://TCNCatalog.com)**

We help you understand  
Washington and Congress.™

# Congressional Briefing Conference: Capitol Hill Workshop



Congressional decision-making is driven by politics, policy, and process. This engaging multi-day workshop and seminar on legislative operations provides the full Capitol Hill experience as our Washington-based experts focus on these 3 P's. They discuss the policymaking process and the legislative agenda, help you understand the congressional budget process, and demystify the culture of the U.S. Congress.

This Congressional Briefing Workshop is designed for executives, federal employees GS-13 and above, military officers, supervisory personnel, and Leadership Development participants, to meet these leadership competencies: Strategic Vision, Planning and Quality; Identifying/Integrating Key Issues; Setting Work Priorities; Balancing National/Local Interests; Problem Anticipation/Adjustment; Managing Budgetary Processes; and Senior Level Communication.

Offered throughout the year; for dates, agenda, and secure online registration, see [TCNCBC.com](http://TCNCBC.com).



This is a required course for the Certificate in **Congressional Operations** and for the Certificate in **Communication and Advocacy**.



Approved for CEUs from George Mason University.



Available as custom training program on GSA Advantage, Contract GS02F0192X.



# Capitol Hill Executive Briefing



Designed to provide leaders and executives from a single organization with a solid understanding of Congress and executive branch agencies, and strategies that work to further legislative goals. This Briefing is tailored for your organization's specific needs.

Offered throughout the year; for dates, agenda, and secure online registration, see [TCNCHEB.com](http://TCNCHEB.com).



The **Capitol Hill Executive Briefing** and our **Congressional Briefing Conference—Capitol Hill Workshop** and any combination of topics can be tailored for custom on-site training for your organization.

We have tailored these courses for attorneys, program analysts, budget analysts, military officers, scientists, SES, engineers, policy staff, and others.

For more information about how these programs can be tailored for you, see [CLCHW.com](http://CLCHW.com).

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNCourses.com](http://TCNCourses.com).

All of our courses and any combination of their topics can be customized for on-site training for your organization—we are on GSA Advantage, Contract GS02F0192X.

[thecapitol.net](http://thecapitol.net)  
703-739-3790





# Advocacy and Communication



Our advocacy and communication courses are for anyone who wants to develop and write an effective message, while exploring the best methods for delivery.

Our writing courses are designed for all staff who want to improve their writing, including agency staff who want to improve their writing and comply with the Plain Writing Act and Executive Orders 12866, 12988, and 13563.

These courses and workshops are open to the public and are also available as custom, on-site training.

Links to our Advocacy and Communication courses can be found on our web site, and directly at [TCNANC.com](http://TCNANC.com).



Also see our Certificate in **Communication and Advocacy**, page 23.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## » Strategies for Working with Congress

### Effective Communication and Advocacy on Capitol Hill

Build relationships with those who can make or break your efforts.

[TCNSWC.com](http://TCNSWC.com)

## » Effective Briefings

### The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.

[TCNEEB.com](http://TCNEEB.com)

## » Writing to Persuade

### Hone Your Persuasive Writing Skills

Designed for anyone who must persuade others using the written word.

[TCNWW.com](http://TCNWW.com)

## » Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

[TCNLDW.com](http://TCNLDW.com)

## » Speechwriting

### Preparing Speeches and Oral Presentations

[TCNSW.com](http://TCNSW.com)

## » Advanced Legislative Drafting

A hands-on limited enrollment workshop.

[TCNLDW.com](http://TCNLDW.com)

## » Testifying Workshop

Our Testifying Workshop consists of separate courses providing an introduction, overview, tips, procedures, and advanced practicum.

[TCNTW.com](http://TCNTW.com)



## » Media Relations for Public Affairs Professionals

How to develop your message, press release, media kit, and communication plan.

[TCNMR.com](http://TCNMR.com)

## » Advanced Media Relations Workshop

Crisis communication, social media, tracking and analytics, and preparing for interviews.

[TCNMR.com](http://TCNMR.com)

## » Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.

[TCNCOI.com](http://TCNCOI.com)

## » Writing for Government and Business: Critical Thinking and Writing How to Compose Clear and Effective Reports, Letters, Email, and Memos

Designed to improve writing skills and style.

[TCNWW.com](http://TCNWW.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

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# Congressional Operations: How Congress Works



Our congressional operations courses and workshops can help anyone better understand U.S. congressional and executive leadership, how a bill becomes law, how Congress really works, and how Congress interacts with the White House, federal agencies, and the media.

Our courses and workshops are open to the public and are also available as custom, on-site training.

Links to our Congressional Operations courses can be found on our web site, and directly at [TCNCO.com](http://TCNCO.com).



Also see our Certificate in **Congressional Operations**, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## »» Congressional Briefing Conference: Capitol Hill Workshop Congressional Operations Briefing and Seminar

The definitive overview of how Congress works.  
[TCNCBC.com](http://TCNCBC.com)

## »» How to Find, Track, and Monitor Congressional Documents

Learn how the pros find and work with congressional documents.  
[TCNFTM.com](http://TCNFTM.com)

## »» Understanding Congressional Budgeting and Appropriations

Get a clear, practical overview of the congressional budget process.  
[TCNUCBA.com](http://TCNUCBA.com)

## »» Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.  
[TCNLDW.com](http://TCNLDW.com)

## »» Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.  
[TCNCOI.com](http://TCNCOI.com)

## »» Congressional Dynamics and the Legislative Process

How Congress really works: in practice, not in theory.  
[TCNCDLP.com](http://TCNCDLP.com)





## »» Advanced Legislative Drafting

A hands-on limited enrollment workshop.

[TCNLDW.com](http://TCNLDW.com)

## »» Advanced Legislative Procedure

Rules, procedures, and strategies to shape and impact legislation.

[TCNALP.com](http://TCNALP.com)

## »» The New Congress

Overview of the new leadership and new Congress.

[TCNNC.com](http://TCNNC.com)

## »» Congress in a Nutshell Understanding Congress

Get an overview of Congress and congressional leadership.

[TCNUC.com](http://TCNUC.com)

## »» Update on Congress

A look ahead at the second session.

[TCNUOC.com](http://TCNUOC.com)

## »» Testifying Workshop

Our Testifying Workshop consists of separate courses providing an introduction, overview, tips, procedures, and advanced practicum.

[TCNTW.com](http://TCNTW.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNCourses.com](http://TCNCourses.com).

All of our courses and any combination of their topics can be customized for on-site training for your organization—we are on GSA Advantage, Contract [GS02F0192X](https://www.gsa.gov/contract/GS02F0192X).

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# Federal Budgeting

## Federal Budget Process Congressional Budget Process President's Budget

» Our courses help you understand the congressional and federal budget process, and the difference between authorizations and appropriations.

These courses and workshops are open to the public and are also available as custom, on-site training.

Links to our Federal Budgeting courses can be found on our web site, and directly at [TCNFB.com](http://TCNFB.com).



Also see our Certificate in **Congressional Operations**, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

### » Understanding Congressional Budgeting and Appropriations

Get a clear, practical overview of the congressional budget process.

[TCNUCBA.com](http://TCNUCBA.com)

### » Advanced Federal Budget Process Current Budget Politics and the Federal Budget Process

Gain an in-depth understanding of the budget process.

[TCNAFBP.com](http://TCNAFBP.com)

### » Budget Formulation, Justification, and Execution

How agency staff can better their skills formulating, justifying, and executing their budgets.

[TCNBF.com](http://TCNBF.com)

### » The Defense Budget

An overview of the Defense budget.

[TCNDB.com](http://TCNDB.com)

### » The President's Budget

An overview of the President's budget and the "big picture" of federal spending.

[TCNPB.com](http://TCNPB.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNCourses.com](http://TCNCourses.com).

All of our courses and any combination of their topics can be customized for on-site training for your organization—we are on GSA Advantage, Contract GS02F0192X.

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# Hill Workshops and Special Programs



Programs for every Washington professional: PACs, Hill Workshops, annual and biennial programs.

A comprehensive overview of congressional operations, public and foreign policy, executive budget review, and Capitol Hill. You'll also find out how the White House, agencies, and OMB work with Congress.

These courses and workshops are open to the public and are also available as custom, on-site training.

Links to our Hill Workshops and Special Programs can be found on our web site, and directly at [TCNHW.com](http://TCNHW.com).



Also see our Certificate in **Congressional Operations and Communication and Advocacy**, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## »» Congressional Briefing Conference: Capitol Hill Workshop

### Congressional Operations Briefing and Seminar

The definitive overview of how Congress works.

[TCNCBC.com](http://TCNCBC.com)

## »» The New Congress

Overview of the new leadership and new Congress.

[TCNNC.com](http://TCNNC.com)

## »» Capitol Hill Executive Briefing

For executives and leaders who must rapidly get up to speed on the current Congress and legislative and regulatory environment.

[TCNCHEB.com](http://TCNCHEB.com)

## »» Capitol Hill Workshop: Election

Intensive multi-day course following each biennial election.

[TCNCHWE.com](http://TCNCHWE.com)

## »» Essential Washington Research Skills

How to find, track, and monitor congressional documents; research and compile legislative history; legal research; and research regulations and rulemaking.

[TCNResearch.com](http://TCNResearch.com)

## »» Update on Congress

A look ahead at the second session.

[TCNUOC.com](http://TCNUOC.com)



## »» Defense Capitol Hill Workshop

Focus on Navy, Army, Air Force, Marines, DoD.  
[TCNCHWD.com](http://TCNCHWD.com)

## »» How America Governs

An overview of American governance.  
[HowAmericaGoverns.com](http://HowAmericaGoverns.com)

## »» PAC Workshop

Maximize your impact and stay out of trouble.  
[PACWorkshop.com](http://PACWorkshop.com)

## »» Campaign Finance Workshop

Getting your message heard without getting into trouble.  
[TCNCFW.com](http://TCNCFW.com)

## »» White House Workshop: Players, Politics, and Policy

The definitive overview of how the White House, the Cabinet, federal agencies, and OMB interact with each other, Congress, the media, and the public.  
[WhiteHouseWorkshop.com](http://WhiteHouseWorkshop.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNurses.com](http://TCNurses.com).

All of our courses and any combination of their topics can be customized for on-site training for your organization—we are on GSA Advantage, Contract GS02F0192X.

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# Legislative Drafting Workshop



Our Legislative Drafting Workshop consists of separate courses, including an introduction to drafting legislation, and a workshop for a limited number of attendees to draft legislation and get feedback from an experienced drafter.

These courses and workshops are open to the public and are also available as custom, on-site training.

Links to our Legislative Drafting Workshop can be found on our web site, and directly at [TCNLDW.com](http://TCNLDW.com).



Also see our Certificate in **Congressional Operations and Communication and Advocacy**, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.



## » Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

[TCNDL.com](http://TCNDL.com)

## » Advanced Legislative Drafting

A hands-on limited enrollment workshop.

[TCNDL.com](http://TCNDL.com)

Also see our

## Writing Workshops

page 20.

[TCNWW.com](http://TCNWW.com)



# Media Training

» Learn how to work with the media as part of an ongoing education and advocacy strategy.

These courses and workshops are open to the public and are also available as custom, on-site training.

Links to our Media Training can be found on our web site, and directly at [TCNMR.com](http://TCNMR.com).



Also see our Certificate in **Communication and Advocacy**, page 23.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.



## » Media Relations for Public Affairs Professionals

How to develop your message, press release, media kit, and communication plan.

[TCNMR101.com](http://TCNMR101.com)

## » Advanced Media Relations Workshop

Crisis communication, social media, tracking and analytics, and preparing for interviews.

[TCNAMR.com](http://TCNAMR.com)

## » Speechwriting Preparing Speeches and Oral Presentations

[TCNSW.com](http://TCNSW.com)

## » Effective Briefings The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.

[TCNEB.com](http://TCNEB.com)

## » Testifying Workshop

Our Testifying Workshop consists of separate courses providing an introduction, overview, tips, procedures, and advanced practicum.

[TCNTW.com](http://TCNTW.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNCourses.com](http://TCNCourses.com).

All of our courses and any combination of their topics can be customized for on-site training for your organization—we are on GSA Advantage, Contract GS02F0192X.

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# National Security and Intelligence



The Intelligence & Security Academy® offers its courses to individual enrollment through its OpenAcademy.

Links to National Security and Intelligence courses can be found on our web site, and directly at [TCNNS.com](http://TCNNS.com).

Courses include:

- » **Homeland Security Intelligence**
- » **National Security Policy Process**
- » **Intelligence and the Law**
- » **Intelligence Collection**
- » **Analyst Training: Writing Analysis; Preparing Briefings**
- » **Countering Terrorism Finance**
- » **Counter Terrorism: Actionable Intelligence**



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.



# Professional Development Workshops



Our professional development courses and workshops can help you get better job reviews and performance evaluations, and prepare you for greater responsibilities.

Our courses and workshops are open to the public and are also available as custom, on-site training.

Links to Professional Development Workshops can be found on our web site, and directly at [TCNPDW.com](http://TCNPDW.com).



Also see our Certificate Programs, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## » Writing for Government and Business

### Critical Thinking and Writing

How to compose clear and effective reports, letters, email, and memos.

[TCNWW.com](http://TCNWW.com)

## » Effective Briefings

### The Art of Persuasion

How to explain, advocate, and present facts and ideas in a convincing manner.

[TCNEB.com](http://TCNEB.com)

## » Business Etiquette

### Keys to Professional Success

Tips and techniques for building a professional wardrobe, working a room, and networking.

[TCNPDW.com](http://TCNPDW.com)

## » Research Tools and Techniques for Analysts

### Refining Your Online and Offline Research

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

[TCNRT.com](http://TCNRT.com)

## » Keys to Effective Presentations

### Invigorate Your Delivery and Increase Your Confidence

How to deliver a memorable presentation.

[TCNPDW.com](http://TCNPDW.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNCourses.com](http://TCNCourses.com).

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# Research Workshops



Learn the research skills every Washington and Hill professional must have.

Legislative ~ Judicial ~ Regulatory ~ Factual

Gain real-world research skills you can put to use immediately in Washington. Find out how to use professional print and online resources for legislative, legal, and regulatory research.

Links to Research Workshops can be found on our web site, and directly at [ResearchWorkshops.com](http://ResearchWorkshops.com).



Also see our Certificate Programs, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## » Research Tools and Techniques for Analysts

### Refining Your Online and Offline Research

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

[TCNRT.com](http://TCNRT.com)

## » How to Research and Compile Legislative Histories

### Searching for Legislative Intent

How to research, compile, and analyze the legislative history of federal laws and statutes.

[TCNRLH.com](http://TCNRLH.com)

## » How to Find, Track, and Monitor Congressional Documents

### Going Beyond Thomas

Save time and money.

[TCNFTM.com](http://TCNFTM.com)

## » How to Research Regulations and Rulemaking

Learn how to find and use administrative rules and regulations.

[TCNResearch.com](http://TCNResearch.com)

## » Fundamentals of Federal Legal Research

How to find and use cases, statutes, rules, and regulations.

[TCNResearch.com](http://TCNResearch.com)



# The Executive Branch



How the White House and OMB work with agencies and Congress. Learn about executive branch operations, including the regulatory process, the President's budget, and responding to congressional inquiries.

Our courses and workshops are open to the public and are also available as custom, on-site training.

Links to Executive Branch courses can be found on our web site, and directly at [TCNTEB.com](http://TCNTEB.com).



Also see our Certificate Programs, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## » Understanding the Regulatory Process

Working with federal regulatory agencies.  
[TCNRP.com](http://TCNRP.com)

## » Budget Formulation, Justification, and Execution

How agency staff can better their skills formulating, justifying, and executing their budgets.  
[TCNBF.com](http://TCNBF.com)

## » The President's Budget

An overview of the President's budget and the "big picture" of federal spending.  
[TCNPB.com](http://TCNPB.com)

## » The Defense Budget

An overview of the Defense budget.  
[TCNDB.com](http://TCNDB.com)

## » Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.  
[TCNCOI.com](http://TCNCOI.com)

## » How America Governs

An overview of American governance.  
[HowAmericaGoverns.com](http://HowAmericaGoverns.com)

## » White House Workshop: Players, Politics, and Policy

The definitive overview of how the White House, the Cabinet, federal agencies, and OMB interact with each other, Congress, the media, and the public.  
[WhiteHouseWorkshop.com](http://WhiteHouseWorkshop.com)

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703-739-3790

# Working with Congress and Congressional Staff



Congressional Testimony ~ Working with Staff ~  
Advocacy and Educational Campaigns ~ Drafting Legislation

If you must work with members of Congress or congressional staff in person or through advocacy efforts, we have training that shows you what works and what doesn't, what to do and don't do, and more.

Links to these courses can be found on our web site, and directly at [TCNWWC.com](http://TCNWWC.com).



Also see our Certificate in **Congressional Operations**, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

## » Strategies for Working with Congress

### Effective Communication and Advocacy on Capitol Hill

Build relationships with those who can make or break your efforts.

[TCNSWC.com](http://TCNSWC.com)

## » Congressional Briefing Conference: Capitol Hill Workshop

### Congressional Operations Briefing and Seminar

The definitive overview of how Congress works.

[TCNCBC.com](http://TCNCBC.com)

## » Drafting Federal Legislation and Amendments

A "how to" program for anyone who drafts or reviews federal legislation.

[TCNLDW.com](http://TCNLDW.com)

## » Testifying Workshop

Our Testifying Workshop consists of separate courses providing an introduction, overview, tips, procedures, and advanced practicum.

[TCNTW.com](http://TCNTW.com)

## » Capitol Hill Workshop: Election

Intensive multi-day course following each biennial election.

[TCNCHWE.com](http://TCNCHWE.com)

## » Defense Capitol Hill Workshop

Focus on Navy, Army, Air Force, Marines, DoD.

[TCNCHWD.com](http://TCNCHWD.com)

## » Advanced Legislative Drafting

A hands-on limited enrollment workshop.

[TCNLDW.com](http://TCNLDW.com)





## »» The New Congress

Overview of the new leadership and new Congress.

[TCNNC.com](http://TCNNC.com)

## »» Update on Congress

A look ahead at the second session.

[TCNUOC.com](http://TCNUOC.com)

## »» PAC Workshop

Maximize your impact and stay out of trouble.

[TCNWWC.com](http://TCNWWC.com)

## »» Using Grassroots, Coalitions, and the Media to Get Your Message Heard

### Washington Advocacy and Education Campaigns

[TCNWWC.com](http://TCNWWC.com)

## »» Congressional Oversight and Investigations

How to prepare for congressional oversight or investigation.

[TCNCOI.com](http://TCNCOI.com)

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[thecapitol.net](http://thecapitol.net)  
703-739-3790

# Writing Workshops



Courses to help you write clearly and persuasively.

Communication skills are the keys to efficient and effective operations in business and government. New employees should brush-up on their basic written communication and plain English skills, while experienced professionals, burdened by the additional workload caused by downsizing and budget cuts, can also benefit from refreshing skills.

Our writing courses are designed for those who want to improve their writing, including agency staff who want to improve their writing and comply with the Plain Writing Act and Executive Orders 12866, 12988, and 13563.

Links to these courses can be found on our web site, and directly at [TCNWW.com](http://TCNWW.com).



Also see our Certificate Programs, page 22.



Our public courses are approved for CEUs from George Mason University.



Many of our courses are available as custom, on-site training on GSA Advantage, Contract GS02F0192X.

Our writing courses have been described as “really about how to get better job reviews and get promoted” because they help you improve one of your most important, and visible, job skills: written communication.

## » Writing for Government and Business Critical Thinking and Writing

How to compose clear and effective reports, letters, email, and memos.

[TCNWW.com](http://TCNWW.com)

## » Speechwriting Preparing Speeches and Oral Presentations

[TCNSW.com](http://TCNSW.com)

## » Writing to Persuade Hone Your Persuasive Writing Skills

Designed for anyone who must persuade others using the written word.

[TCNWW.com](http://TCNWW.com)

## » Drafting Federal Legislation and Amendments

A “how to” program for anyone who drafts or reviews federal legislation.

[TCNLDW.com](http://TCNLDW.com)



## »» **Advanced Legislative Drafting**

A hands-on limited enrollment workshop.  
[TCNLDW.com](http://TCNLDW.com)

## »» **Effective Briefings: The Art of Persuasion**

How to explain, advocate, and present facts and ideas in a convincing manner.  
[TCNEEB.com](http://TCNEEB.com)

## »» **Preparing and Delivering Congressional Testimony For Agencies, Military, Businesses, NGOs, and Associations**

Learn how to prepare testimony for, and to effectively testify at, congressional hearings.  
[TCNTW.com](http://TCNTW.com)

## »» **Editing**

How to manage writing projects and edit the writing of others.  
[TCNWW.com](http://TCNWW.com)

All of our courses and workshops include extensive interaction with our faculty, making our courses and workshops both educational as well as mini-consulting sessions with substantive experts.

Our Upcoming Schedule of Courses can be seen online on our web site or at [TCNCourses.com](http://TCNCourses.com).

All of our courses and any combination of their topics can be customized for on-site training for your organization—we are on GSA Advantage, Contract GS02F0192X.

[thecapitol.net](http://thecapitol.net)  
703-739-3790



# Certificate Programs



Our comprehensive certificate programs support the education and career goals of public and private sector professionals. We offer two Certificate Programs: the Certificate in Congressional Operations and the Certificate in Communication and Advocacy.

## Certificate in Congressional Operations

Our Certificate in Congressional Operations explores the legislative process and congressional communication. This program supports the education and career goals of employees and staff who want to more effectively participate in the legislative arena.

Many Congressional and Legislative Fellows complement and enhance their fellowship with our Certificate in Congressional Operations.

Our courses help students understand the legislative process, prepare congressional testimony, draft federal legislation, research legislative histories, monitor legislation, communicate with Congress, and work with federal regulatory agencies.

The Certificate in Congressional Operations and its hands-on training is ideal for staff and employees of

- » Federal Agencies
- » Associations
- » Media Organizations
- » Law Firms
- » NGOs

For more information, see our web site, and directly at [TCNCCO.com](http://TCNCCO.com).



## Certificate in Communication and Advocacy

Our Certificate in Communication and Advocacy supports the education and career goals of public affairs and legislative affairs professionals by giving them the background they need to effectively communicate and advocate in Washington, DC.

The Certificate in Communication and Advocacy and its hands-on training is ideal for staff and employees of

- » Federal Agencies
- » Law Firms
- » NGOs
- » Public Relations Firms
- » Interest Groups
- » Media Organizations
- » Legislative Affairs Firms

Courses emphasize key skills in media relations, crisis communication, executive briefings, speechwriting, writing congressional correspondence, critical thinking and writing, Internet use in public affairs, working with Congress, and effective communication and advocacy in Washington, DC.

For more information, see our web site, and directly at [TCNCCA.com](http://TCNCCA.com).



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# Custom, On-Site Training

»» All of our programs and any combination of their topics can be tailored for on-site training for your organization.

For more than 30 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them.

Our training and publications include congressional operations, legislative and budget process, communication and advocacy, media and public relations, research, testifying before Congress, legislative drafting, critical thinking and writing, and more.

- »» **Diverse Client Base**—We have tailored hundreds of custom on-site training programs for Congress, numerous agencies in all federal departments, the military, law firms, lobbying firms, unions, think tanks and NGOs, foreign delegations, associations and corporations, delivering exceptional insight into how Washington works.™
- »» **Experienced Program Design and Delivery**—We have designed and delivered hundreds of custom programs covering congressional/legislative operations, budget process, media training, writing skills, legislative drafting, advocacy, research, testifying before Congress, grassroots, and more.
- »» **Professional Materials**—We provide training materials and publications that show how Washington works.™ Our publications are designed both as course materials and as invaluable reference tools.
- »» **Large Team of Experienced Faculty**—More than 150 faculty members provide independent subject matter expertise. Each program is designed for your attendees using the best faculty member for each session.
- »» **Non-Partisan**—TheCapitol.Net is non-partisan.
- »» **GSA Schedule**—TheCapitol.Net is on the GSA Schedule, 874-4, for custom on-site training: GSA Contract GS02F0192X.



We help your staff, members, and executives better understand Washington and Congress.™

Please see our Capability Statement on our web site, at [TCNCS.com](http://TCNCS.com), and on page 40 of this catalog.



Custom training programs are designed to meet your educational and training goals. Each session is led by an independent subject matter expert best qualified to help you reach your educational objectives and align with your audience. Custom training can help new employees quickly fit into any Washington operation.

As part of our custom training, we can also provide classroom space, breaks and meals, receptions, tours, and online registration and individual attendee billing services.

For more information about custom on-site training for your organization, please see our web site: [TCNCustom.com](http://TCNCustom.com), or call us: 703-739-3790, ext 115.

Our most customizable course, Congressional Operations, will give your personnel, members, and executives the background and tools to work knowledgeably and effectively in Washington.

Choosing custom training from TheCapitol.Net means you:

- » Professionally train personnel, members, or executives dealing with Congress and legislative matters
- » Cut travel time and expense
- » Organize training to align with your schedule
- » Ensure topics meet personnel and member needs and organizational training goals
- » Discuss sensitive or proprietary issues in confidence
- » Integrate your own presentations among our topics
- » Have organization-specific issues addressed by our expert faculty

Our custom programs, like our public courses, are off-the-record, and all include customized course materials.

Our expert faculty includes:

- » Reporters and editors who know Congress inside and out
- » Former members of Congress
- » Experienced congressional staff and legislative counsels
- » Policy experts
- » Lawyers and lobbyists
- » Analysts and scholars

[TCNCustom.com](http://TCNCustom.com)



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[thecapitol.net](http://thecapitol.net)  
703-739-3790

# Custom, On-Site Training



What our clients say about our custom on-site training:

**“The location was great because we did not have to leave the office.”**

**“I’ve been with the FAA for 37 years and this is one of the best courses I’ve ever taken!”**

—Attendee, FAA

**“Info provided broadens my understanding of Congress and its oversight authority, which impacts my job daily.”**

—Attendee, Dept. of Education

**“It is nice to take a course that is relevant and tailored to my job.”**

**“A very good and informative week. Really enjoyed.”**

—Deputy Director, DFAS

**“[As a result of this program] we will revamp how we do our Hill visits and follow up.”**

—Assistant Station Director, U.S. Forest Service

**“It will help me more effectively support my assigned executives with the lobbying effort.”**

—Administrative Assistant, Fortune 500 company

**“Gave me better insight on the pressures and issues affecting how we operate as an agency.”**

—Program Manager, FAA

**“Our nonprofit organization needs to be doing more grassroots lobbying and this [Grassroots Advocacy on-site training] is an excellent program to help us get started correctly and effectively.”**

—Co-Executive Director,  
Alliance for Lung Cancer Advocacy, Support and Education

**“It helped me learn what my bosses are up against. The whole program helped me better understand the legislative process.”**

—Senior Administrative Assistant, Fortune 500 company

Would you like to discuss the many ways TheCapitol.Net custom training services can increase the effectiveness of your personnel?

Please visit our web site:

**TCNCustom.com**

or call us:

**703-739-3790,  
ext 115.**



TheCapitol.Net, Inc.  
GSA Contract GS02F0192X



## We have conducted hundreds of custom training programs for our clients, including:

- Army and Air Force Exchange Service
- Army Special Operations Command
- Canadian Embassy
- Central Intelligence Agency (CIA)
- Crowell & Moring
- Defense Finance and Accounting Service (DFAS)
- Defense Logistics Agency
- Environmental Protection Agency (EPA)
- Federal Aviation Administration (FAA)
- Federal Bureau of Investigation (FBI)
- Food and Drug Administration (FDA)
- Government Accountability Office (GAO)
- Internal Revenue Service
- Joint Chiefs of Staff
- Lawrence Livermore National Laboratory
- Lockheed Martin
- National Institutes of Health (NIH)
- National Oceanic & Atmospheric Administration (NOAA)
- National Pork Producers Council
- Nevada Oncology Society
- Office of Personnel Management (OPM)
- Ontario Ministry of Intergovernmental Affairs
- Patton Boggs
- Philip Morris
- Sandia National Laboratories
- Social Security Administration
- The Heritage Foundation
- United Fresh Produce Association
- U.S. Army Corps of Engineers
- U.S. Chamber of Commerce
- U.S. Coast Guard
- U.S. Department of Agriculture
- U.S. Department of Justice
- U.S. Department of State
- U.S. Department of the Treasury
- U.S. Department of Veterans Affairs
- U.S. Navy
- U.S. Postal Service
- U.S. Senate
- Veterans of Foreign Wars



# Capitol Learning Audio Courses™



If you don't have the time to personally attend one of our live courses in Washington, DC, we offer convenient audio courses describing how Washington works.™

Our Capitol Learning Audio Courses range in duration between 1/2 hour and 2 hours long.

See [TCNCL.com](http://TCNCL.com) for details, courses available, and secure online ordering.

All audio courses are available as audio CDs with printed course materials and as online downloads that include the audio in MP3 format and the course materials as a PDF.

Our Capitol Learning Audio Courses come with a limited license: see [TCNLicense.com](http://TCNLicense.com).

We have audio courses in these topical areas:

- » **Advocacy and Communication**
- » **Federal Budgeting**
- » **Media Training**
- » **Special Programs**
- » **Working with Congress and Congressional Staff**
- » **Congressional Operations**
- » **Informed Citizen Series**
- » **The Executive Branch**
- » **Research Skills**



**Capitol Learning  
Audio Course on CD**  
Audio CD and Print Materials



**MP3**  
Online Download with MP3  
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Convenience Learning from

TheCapitolNet

**Authorizations  
and Appropriations  
in a Nutshell**

Convenience Learning from

TheCapitolNet

**Lobbying and  
Advocacy:**  
A Three-Course Series

Convenience Learning from

TheCapitolNet

**Congress, the  
Legislative Process,  
and the Fundamentals  
of Lawmaking:**  
A Nine-Course Series

Capitol Learning Audio Course on CD  
MP3

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703-739-3790

# Publications



TheCapitol.Net publishes award-winning hands-on books for practitioners, written by subject matter experts in law, media relations, and government affairs, that show how Washington works.™

More information about our publications can be found on our web site, including full Table of Contents, sample sections, ISBNs, and secure online ordering.

Many of our publications are available as ebooks on Amazon, BN.com, and Google Play.

Our publications can be ordered online and from your favorite bookseller.

**TCNBooks.com**

## Pocket Editions

Our Pocket Editions can be personalized in several ways, including your own printed covers, internal pages, and standard address labels to align with your brand or meeting.

Each of our Pocket Editions fit comfortably into any standard #10 business envelope.

Use Pocket Editions for:

- Trade show giveaways
- Legislative Day handouts
- PAC contributor or new member gifts
- Lunch or dinner sponsorship handouts
- Employee education and reference
- Marketing or advertising mailers

While supply lasts: Single print copies of our Pocket Constitution and Paine's Pocket "Common Sense," are available at no charge. Ebook editions available for free. See web site for details.



### Bill of Rights Card

from Two Seas Media.

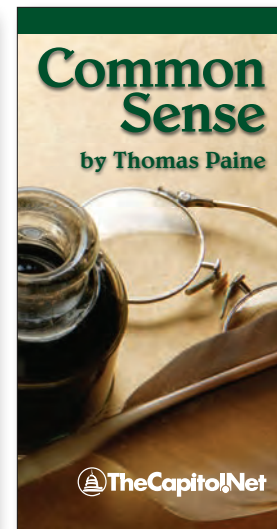
Print your own—  
see web site for details.

**2CsBOR.com**



**Pocket Constitution:**  
The Declaration of Independence, Constitution of the United States, and Amendments to the Constitution

**TCNConst.com**



**Pocket Edition of "Common Sense"**

by Thomas Paine

**TCNPocket.com**

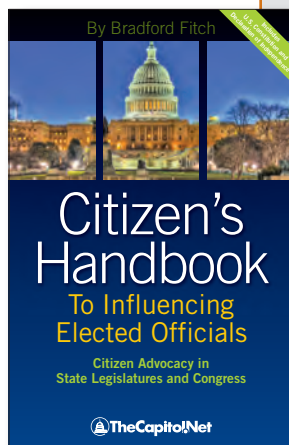
## Citizen's Handbook to Influencing Elected Officials

### Citizen Advocacy in State Legislatures and Congress

Practical guidance to prepare for and meet with elected officials and staff, how to write effective letters and emails to elected officials, strategies for influencing legislators face-to-face, best practices for communicating with Congress and state legislatures, and how to write persuasive "letters to the editor." Includes the U.S. Constitution and the Declaration of Independence.

[TCNCH.com](http://TCNCH.com)

"Looks pretty useful."  
—Glenn Reynolds, Instapundit



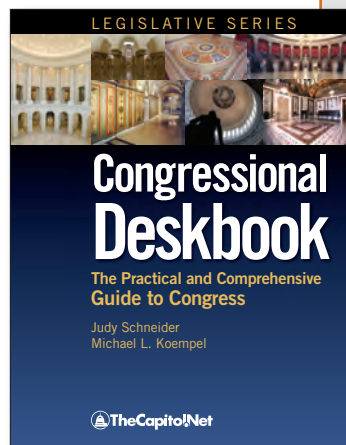
## Congressional Deskbook

### The Practical and Comprehensive Guide to Congress

Explains the legislative and congressional budget processes along with all aspects of Congress.

[TCNCD.com](http://TCNCD.com)

"A valuable, detailed, and highly functional synthesis of information about the legislative branch. Summing Up: Highly recommended. All collections."  
—CHOICE



## Common Sense Rules of Advocacy for Lawyers

Tips and rules that will help anyone—lawyer or lobbyist, account executive or negotiator, parent or teacher—improve their advocacy skills in less than 10 minutes a day.

A practical guide for anyone who wants to be a better advocate.

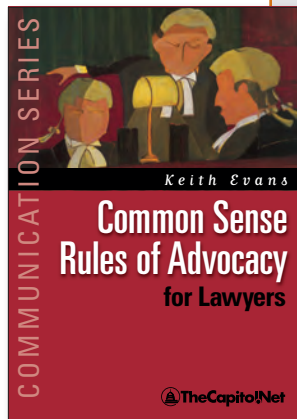
[RulesOfAdvocacy.com](http://RulesOfAdvocacy.com)

"A valuable review for the old timers and an excellent primer for those who are starting the climb."

—Jacob A. Stein, Stein, Mitchell & Mezines, Washington, DC

"A terrific guidebook."

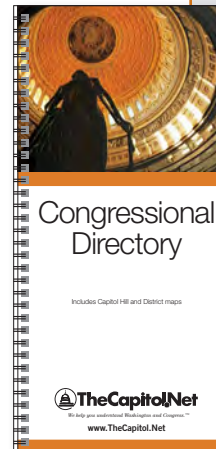
—Philip H. Corboy, Corboy & Demetrio, Chicago, IL



## Congressional Directory

This comprehensive directory lists members of the U.S. Senate and House of Representatives, complete with color photos and a fold-out map of Capitol Hill. Our Congressional Directory is wire-spiral bound for flat-fold reference and durability.

[TCNDir.com](http://TCNDir.com)



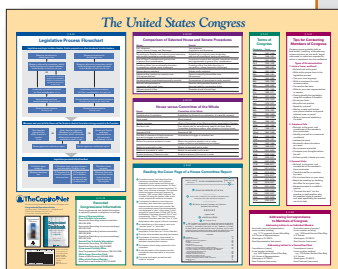


## Congressional Operations Poster

For “legislative-day” training and classroom use.

A full-color poster includes our legislative process flowchart and our federal budget process flowchart.

[TCNCOP.com](http://TCNCOP.com)

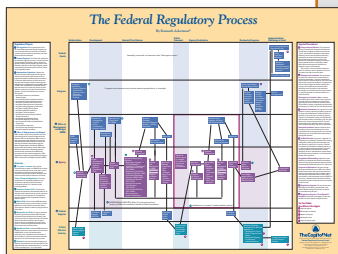


## Federal Regulatory Process Poster

For training and classroom use.

A full-color poster includes a detailed flowchart illustrating the regulatory process and where each player fits into the process.

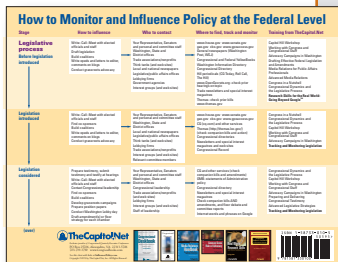
[TCNFRP.com](http://TCNFRP.com)



## How to Monitor and Influence Policy at the Federal Level (chart)

Information-packed, laminated sheet showing how to monitor and influence federal policy. Front shows the legislative process, back shows regulatory process through implementation and enforcement of a statute and rule.

[TCNMPC.com](http://TCNMPC.com)



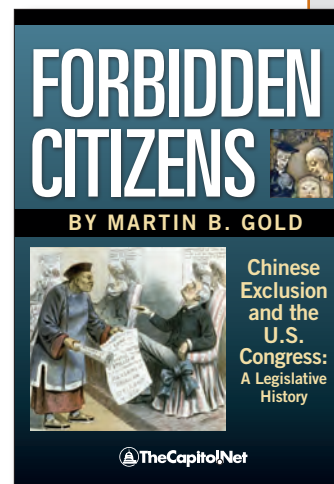
## Forbidden Citizens Chinese Exclusion and the U.S. Congress: A Legislative History

Described as “one of the most vulgar forms of barbarism,” by Rep. John Kasson (R-IA) in 1882, a series of laws passed by the United States Congress between 1879 and 1943 resulted in prohibiting the Chinese as a people from becoming U.S. citizens. *Forbidden Citizens* recounts this long and shameful legislative history.

[ForbiddenCitizens.com](http://ForbiddenCitizens.com)

“[L]andmark volume on the subject of exclusionary policies against Chinese and Chinese Americans ... a valuable teaching tool ... an exemplary subject reference.”

—Library Journal



## Legal Spectator & More

A compilation of Washington, DC, attorney Jacob Stein’s essays about lawyers, judges, clients, literature, and popular culture. The essays in this volume have previously appeared in *Washington Lawyer*, *American Scholar*, the *Times Literary Supplement*, and *Wilson Quarterly*.

[LegalSpectatorAndMore.com](http://LegalSpectatorAndMore.com)



## Legislative Drafter's Deskbook A Practical Guide

Practical advice and insight for those engaged in legislative drafting, those more interested in policy than drafting itself, or those interested in reading and interpreting the law. The *Legislative Drafter's Deskbook* helps anyone understand why laws are drafted the way they are.

[TCNLD.com](http://TCNLD.com)

*"A masterful work. It is comprehensive and exceptionally well written. It is an essential tool for anyone who drafts legislation or interprets the law."*

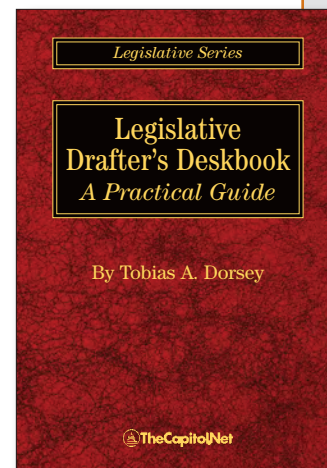
—William K. Suter, Clerk of the United States Supreme Court

*"A valuable and practical tool for all legislative drafters."*

—Bruce Feustel, Senior Fellow, National Conference of State Legislatures

*"An essential and indispensable book."*

—Frank Burk, Legislative Counsel of the United States Senate 1991–1998



## Lobbying and Advocacy

Winning Strategies, Resources, Recommendations, Ethics and Ongoing Compliance for Lobbyists and Washington Advocates  
The Best of Everything Lobbying and Washington Advocacy

The comprehensive guide for lobbyists and Washington advocates.

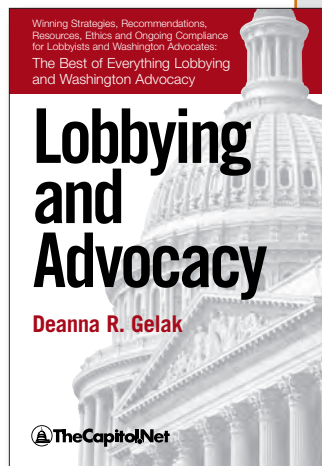
[LobbyingandAdvocacy.com](http://LobbyingandAdvocacy.com)

*"Required reading for students and experienced lobbyists."*

—Andy Mekelburg, Vice President, Federal Government Relations, Verizon

*"Required for all who make their living 'petition[ing] their government for redress and grievances.'"*

—Steve Bartlett, President and CEO, The Financial Services Roundtable



## Media Relations Handbook

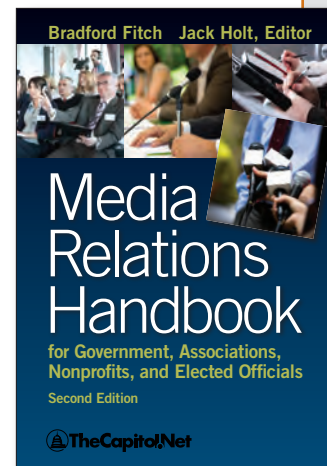
For Government, Associations, Nonprofits, and Elected Officials  
"The Big Blue Book"

For Public Information Officers (PIOs), press secretaries of elected officials, public affairs officers, nonprofit PR professionals, lobbyists or anyone involved in garnering media coverage.

[TCNMRH.com](http://TCNMRH.com)

*"Although targeted for new media relations staff or ones starting a new press office, even the most experienced public information officer can learn from this book."*

—Gene Rose, Director of Public Affairs, NCSL



## Persuading Congress

A Practical Guide to Parlaying an Understanding of Congressional Folkways and Dynamics into Successful Advocacy on Capitol Hill  
How to Spend Less and Get More from Congress:  
Candid Advice for Executives

A practical book, packed with wisdom and experience. For less than the cost of a cab ride to the airport, you can learn how to stop wasting your time when you visit Washington.

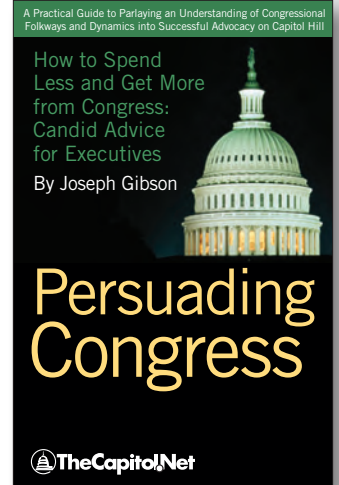
[TCNPC.com](http://TCNPC.com)

*“Anyone who wants to make a difference through legislation—not just executives—needs to read this book, master its lessons, and keep it handy.”*

—F. Christopher Arterton, Dean, Graduate School of Political Management, The George Washington University

*“Provides invaluable advice to corporate executives on effectively influencing not just national and local legislation but the corporate environment as well.”*

—Robert Clements, Chairman & CEO, EverBank Financial Corp.



## Testifying Before Congress

A Practical Guide to Preparing and Delivering Testimony Before Congress and Congressional Hearings for Agencies, Associations, Corporations, Military, NGOs, and State and Local Officials

The practical guide to assist witnesses and their organizations prepare and deliver congressional testimony. For use by anyone or any organization called to testify before a committee of Congress, and for those who are providing assistance in preparing the testimony and the witness.

[TCNTBC.com](http://TCNTBC.com)

*“Previous victims of the congressional hearing root canal will ask themselves, ‘Where was this invaluable book when I needed it?’”*

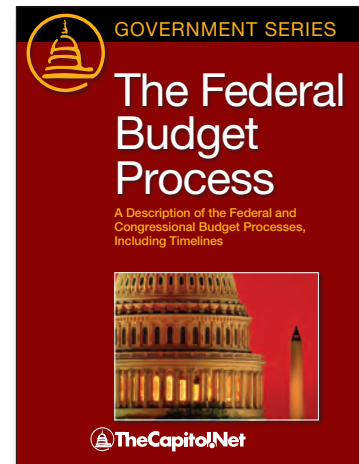
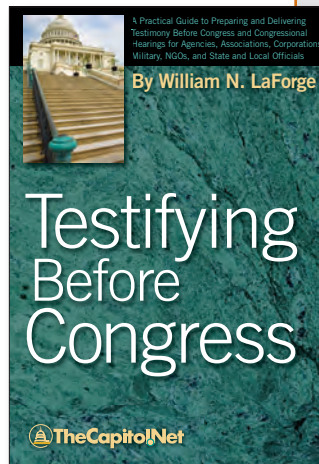
—Mitch Daniels, Governor, Indiana

*“A gold mine for anyone engaging in the congressional hearings process.”*

—Richard E. Wiley, Managing Partner, Wiley Rein LLP

*“If you are a corporate leader summoned to testify before Congress and you want to survive what could be one of the most horrible, and dangerous, experiences of your career, you must read this extremely valuable book.”*

—Charlie Cook, Editor and Publisher of The Cook Political Report, Political Analyst for the National Journal Group



## The Federal Budget Process

A description of the federal and congressional budget processes, including timelines.

[TCNFBP.com](http://TCNFBP.com)

# Select Clients



TheCapitol.Net has more than 2,000 clients representing congressional offices, federal and state agencies, military branches, news media, and NGOs nationwide.

- Congressional Offices
- Federal Agencies
- Associations
- Labor Unions
- Think Tanks
- Libraries
- Military
- News Media
- Business
- State and Local Government
- Universities and Schools
- NGOs and Nonprofits
- Diplomatic Corps
- Bookstores
- Coalitions
- Institutes
- Lobbying Firms
- PR Firms
- Law Firms
- Law Schools

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[SelectClients.com](http://SelectClients.com)

- ABC News
- Allied Pilots Association
- American Association for the Advancement of Science
- Arizona Department of Transportation
- Associated Builders and Contractors, Inc.
- Association for Advanced Life Underwriters
- AstraZeneca
- B&D Consulting
- Boeing Company
- Canadian Embassy
- CIA
- Congressional Federal Credit Union
- Congressional Office of Compliance
- Congressional Quarterly
- Crowell & Moring
- Delegation of the European Commission
- DoD
- Eastman Kodak Company
- Embassy of Australia
- Embassy of Canada
- Embassy of Sweden
- Executive Office of the President
- Federal Aviation Administration (FAA)
- Federal Trade Commission (FTC)
- Food and Drug Administration (FDA)
- General Dynamics
- Georgetown Law Library
- Harvard University
- House Committee on Homeland Security
- IBM
- IRS, Treasury Acquisition Institute
- Lawrence Livermore National Lab
- Lockheed Martin
- Mars, Incorporated
- Maersk Line Limited
- Military Officers Association of America
- NASA
- National Business Travel Association
- National Cotton Council
- National Institutes of Health (NIH)
- National Journal
- National Pork Producers Council
- National Military Family Association
- National MS Society
- National Public Radio
- Navajo Nation
- New York State Division of the Budget
- Northrop Grumman Corp.
- OPM
- OSD
- Patton Boggs
- Pfizer
- SAIC
- Save the Children
- Senate Budget Committee
- Shell
- Social Security Administration
- Society for Neuroscience
- TALGO
- The American Legion
- The Heritage Foundation
- The New York Times
- United Fresh Produce Association
- University of Chicago
- University of Virginia
- U.S. Air Force
- U.S. Army Corps of Engineers
- U.S. Coast Guard
- U.S. Department of Agriculture
- U.S. Department of Health and Human Services (HHS)
- U.S. Department of State
- U.S. Department of Transportation
- U.S. Department of Veterans Affairs
- U.S. Navy
- Van Ness Feldman
- Van Scoyoc Associates
- Volunteers of America
- Wiley Rein LLP
- YMCA





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# Faculty and Authors

Independent, subject matter experts who know how Washington works.™



TheCapitol.Net encompasses a dynamic team of more than 150 faculty members and authors, all of whom are independent subject matter experts and veterans in their fields. Faculty and authors include senior government executives, former members of Congress, Hill and agency staff, editors and journalists, lobbyists, lawyers, nonprofit executives and scholars. Our courses and publications explore how Washington works and how to work Washington.™ Our faculty and authors understand Washington, each carefully selected for their ability to teach others, both in person and in print.

Some of the people who have written or taught for us include:

“The highest quality of speakers I’ve ever experienced in a training program.”

“Excellent choice of presenters. Would recommend this [program] to anybody interested in learning how Washington really works.”

“Outstanding cast of speakers. All brought great and distinct insights.”

“Quality of speakers and range of topics were excellent, however, the non-partisan efforts were most critical/useful.”

“Excellent workshop! Appreciated the openness of the knowledgeable and credible speakers.”

“Speakers brought out points that aren’t usually discussed.”

## **Tobias Dorsey**

Author, *Legislative Drafter’s Deskbook*

## **Martha Angle**

Congressional journalist

## **Mary Agnes Carey**

Kaiser Health News

## **Ann Compton**

ABC News

## **Ron Elving**

National Public Radio

## **Michael Shannon**

Mandate: Message, Media and Public Relations

## **Joseph Gibson**

The Gibson Group;  
Author, *Persuading Congress*

## **Clint Brass**

Contributing author,  
*Legislative Drafter’s Deskbook*

## **James Saturno**

Congressional Scholar

## **Martin Gold**

Covington & Burling

## **David Hawkins**

CQ-Roll Call Group

## **Chris Davis**

Congressional Scholar

## **Bob McLean**

REM Association Services

## **James Slattery**

Wiley Rein LLP

## **Peggy Garvin**

Garvin Information Consulting;  
Author, *Real World Research Skills*; and contributing author,  
*Congressional Deskbook*

## **Bill Heniff, Jr.**

Contributing author,  
*Congressional Deskbook*

## **Philip Joyce**

University of Maryland

## **Sheila Kast**

WYPR

## **Ken Ackerman**

Olsson Frank Weeda Terman  
Bode Matz PC; Author, *Federal  
Regulatory Process Poster*

## **Steven Keller**

George Washington University

## **Jack Holt**

Editor, *Media Relations Handbook*

## **Ned Monroe**

National Automatic  
Merchandising Association

## **Patricia Schroeder**

Former Member of Congress

## **Peter Loge**

Milo Public Affairs

## **Roy Meyers**

University of Maryland,  
Baltimore County

## **Frank Burk**

Retired Legislative Counsel,  
U.S. Senate

## **Steve Roberts**

Political analyst

## **James Capretta**

Civic Enterprises, LLC

## **Walter Oleszek**

Congressional Scholar

## **Al Swift**

Colling Swift & Hynes

## **Jim Thurber**

American University

## **Robert S. Walker**

Wexler & Walker

## **Sabrina Pacifici**

LLRX.com

## **Robert Gee**

Law Library of Congress

## **Deanna Gelak**

Working for the Future, LLP;  
Author, *Lobbying  
and Advocacy*

## **Betsy Palmer**

Congressional Scholar

## **Rhodes Cook**

Rhodes Cook Letter

## **Dennis Hertel**

The Franklin Partnership

## **Anthony Willet**

Federal Aviation Administration

## **John Simmons**

The Roosevelt Group

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## The Day of the Course

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- **Arrive 15 minutes before the course** start time so that you can sign in and get your materials.
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- **Introduce yourself and hand out your business card to other attendees**—this is a great time to network.
- **Turn off phones and other personal electronic devices** during the course.

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**All cancellations and substitutions must be submitted prior to the start of the course in writing** (letter: PO Box 25706, Alexandria, VA 22313-5706; Fax: 703-739-1195) **or via email** ([registrar@TheCapitol.Net](mailto:registrar@TheCapitol.Net)).  
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**CEU and CLE Credits and Certificates of Training**—Our courses are approved for CEUs from George Mason University. Many attorneys in mandatory CLE states have received credit for attending our courses. However, because we do not seek CLE accreditation, if you desire CLE credits, see our web site for information about how to apply to your state. We issue written agendas and Certificates of Training for all of our courses.

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## Company Information

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DUNS number:  
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SAN: 853-0513  
SIC: 8299, 2741, 8742  
NAIC: 611430, 56192,  
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# Capability Statement for TheCapitol.Net

## Core Competencies

TheCapitol.Net is an independent, non-partisan small business that provides legislative, budget, communication, and media training and publications.

- For more than 30 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been offering public and custom training programs.
- TheCapitol.Net employs two training consultants with more than 40 years of combined training experience.
- TheCapitol.Net partners with more than 50 core trainers who are experts in congressional operations, the federal budget process, congressional testimony, legislative drafting, communication and media training, writing, editing, and research.
- Half-day to five-day training programs, including “Congressional Briefing Conference—Capitol Hill Workshop” and “Testifying Before Congress.”
- Public and custom training designed to meet a wide variety of leadership competencies.
- All public courses have been approved for Continuing Education Units (CEUs) by George Mason University.
- All training includes written materials and publications, such as *Congressional Deskbook*, *Testifying Before Congress*, *Legislative Drafter’s Deskbook*, *Media Relations Handbook*, *Persuading Congress*, and our *Pocket Constitution*.

## Past Performance

TheCapitol.Net has more than 2,000 clients representing congressional offices, federal and state agencies, military branches, business associations, think tanks, foreign delegations, news media, and NGOs. We have developed and delivered custom training for numerous federal entities:

- DFAS
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- EPA
- LLNL
- USPTO
- State
- NIH
- USDA
- NASA
- Sandia
- Navy
- OPM
- FAA
- US Senate
- USCG
- GAO
- CIA
- Treasury
- FBI
- Joint Chiefs

## Company Facts

For more than 30 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them. TheCapitol.Net is a privately held Virginia corporation headquartered in Alexandria, Virginia. All training programs open to the public are held in Washington, DC. We work with select clients within the U.S. and abroad in presenting customized, on-site training. Please visit our website at [www.TheCapitol.Net](http://www.TheCapitol.Net).

On our web site at [TCNCS.com](http://TCNCS.com)

## Differentiators

Several facets of our training set us apart:

- More than 50 core trainers, all of whom are independent subject matter experts.
- Faculty include senior government executives, former members of Congress, congressional and agency staff, editors and journalists, lawyers, nonprofit executives, and scholars.
- The company and its predecessor, Congressional Quarterly Executive Conferences, have been offering training programs for more than 30 years.
- Our publications, written by leading subject matter experts, complement our training programs.
- All of our training programs are off-the-record and use written agendas and include AV and written course materials.
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**[CongressByTheNumbers.com](http://CongressByTheNumbers.com)**

Leadership of Congress

**[CongressLeaders.com](http://CongressLeaders.com)**

Congressional Schedule

**[CongressSchedules.com](http://CongressSchedules.com)**

Congress Seating Charts

**[CongressSeating.com](http://CongressSeating.com)**

Terms and Sessions of Congress

**[TermsofCongress.com](http://TermsofCongress.com)**

Senate Classes: Terms of Service

**[SenateClasses.com](http://SenateClasses.com)**

Congressional Glossary

**[CongressionalGlossary.com](http://CongressionalGlossary.com)**

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