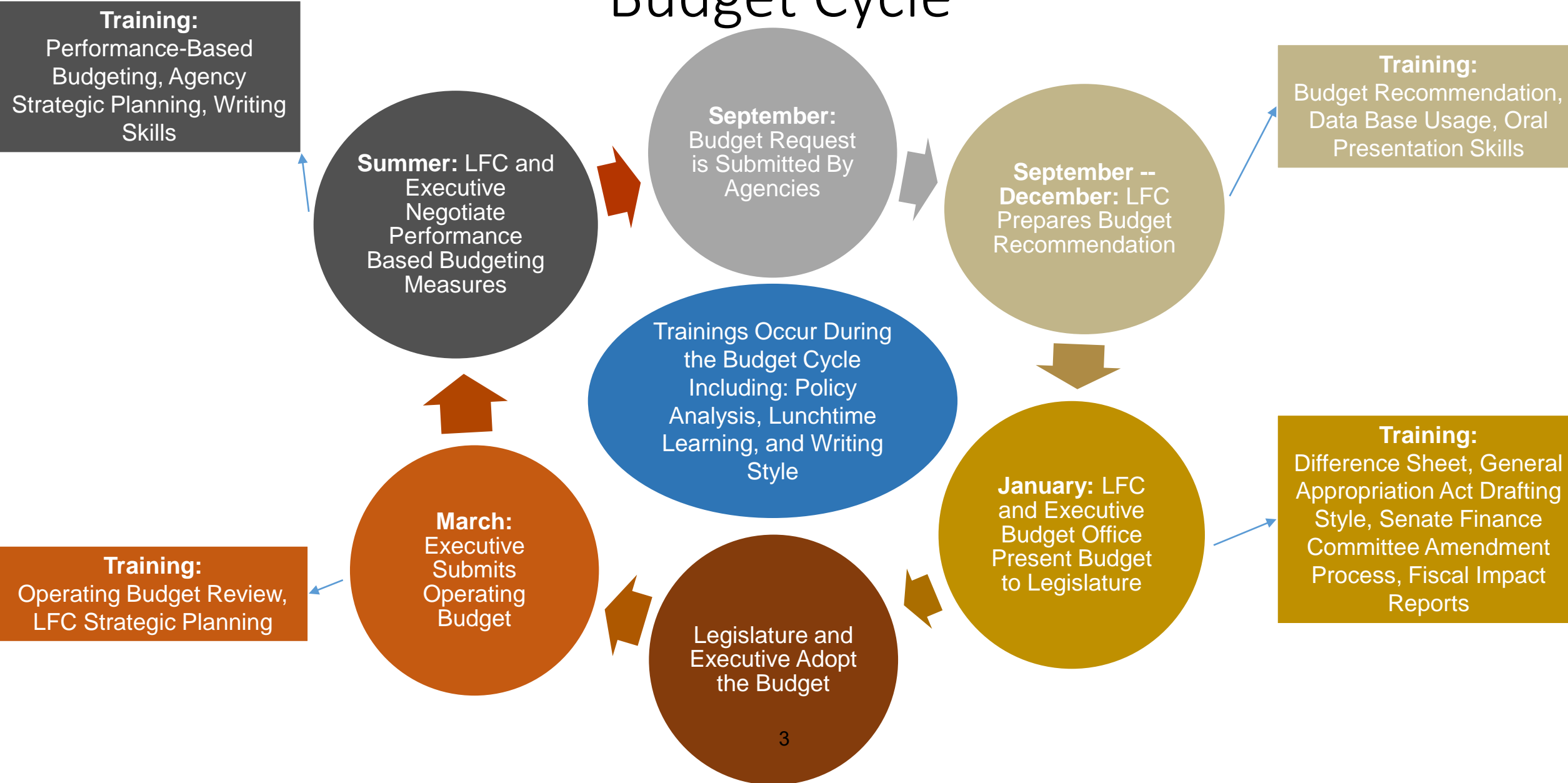


- New Mexico Legislative Finance Committee (LFC) new analyst training consists of a one-year mentorship with senior staff, new analyst training packets, and hands on training.
 - Senior analyst mentors pair up with new analysts working in similar policy areas for up to one year to help develop skills in preparing committee briefs, conducting meetings, presenting information to committees, and negotiating performance measures and targets. Mentors get the opportunity to lead new analysts to success and learn basic managerial and training skills.
 - New analysts are provided with a training packet, including trainings on budget analysis, operating budget analysis, presentation skills, and Accountability in Government Act performance based budgeting. Reading materials in the packet include “Making Results-Based State Government Work” and LFC’s policy and budget manuals. Mentors work with new analysts to ensure materials from the training packet are reviewed and understood.
 - Senior analysts also provide hands on training to new analysts, on an as needed basis, on the various databases used throughout the budgeting cycle. New analysts are also walked through the budget recommendation process, including several editorial steps and hearings in front of committees.
- LFC provides many opportunities for professional staff development through group trainings, policy case studies, and professional and policy development.

- Some of the group trainings LFC offers occur on an annual basis and others occur as issues and problems present themselves throughout the year. Some of the group trainings are conducted independently and others are conducted with the executive branch and other legislative agencies.
 - Many of these trainings focus on core competencies to sharpen analyst skills such as writing style, grammar, presentation skills, and ethics.
 - Other trainings focus on specific processes within the budgeting cycle such as budget analysis, performance based budgeting, the senate amendment process, and fiscal impact report writing.
- In the spirit of Harvard's Kennedy School of Government, senior analysts are occasionally asked to develop and lead a policy case study consisting of group exercises to teach analysts how to identify policy goals, evaluate appropriate responses, and dig deeper for a solution.
- Occasionally, experts are invited from various government and nonprofit agencies (including former governors and legislative leadership) as guest speakers to discuss a wide range of topics. These speakers talk about their level of experience as policy makers to keep office staff engaged. Recent talks focused on climate change, economic development, and tax policy and included CEOs from local nonprofit media organizations, tax organizations and the University of New Mexico.
- LFC staff are also encouraged to attend state and national conferences on a regular basis allowing analysts to network with staff in other states or organizations and build knowledge in specific policy areas such as health, fiscal, economic, and information technology.
- Annually, LFC hosts a staff retreat held off site where guest speakers are invited, staff participate in team building exercises, and get together for dinner afterwards. This year's speakers included the Mayor of Albuquerque, Mayor of Santa Fe, and Director of the Folk Art Museum.

New Mexico LFC Training Cycle Coincides with the Budget Cycle



LFC 2018 Schedule for Training and Professional Development

Topic	Date and Time	Lead Presenter
LFC Blue Sky/Strategic Planning	February 14 th	Esquibel/Hanika
Reviewing Operating Budgets	April 19 th	Lucero/Chenier
Early Childhood Policy	April 20 th	Kludt
Obstacles to Economic Development	May 5 th	Peach
K-3 Plus Policy Analysis	May 9 th	Liu
Searchlight New Mexico	May 15 th	Solovich, CEO
Staff Retreat	May 23 rd	
Accountability in Government Act	June 19 th	Felmley
Lunchtime Learning (Poetry)	June 27 th	Senator O'Neil
What do We Tax and Why? Designing a Tax System.	July 10 th	Anklam
New Analyst and Evaluator Style Training	July 25 th	Gaussoin
Budget Analysis Training	August 30 th	Lucero/Chenier
Intro to Budget Analysis (New Analysts)	August 29 th	Lucero/Chenier
Lunchtime Learning: Think New Mexico	September 18 th	Nathan
Writing Style (All Analysts)	September	Gaussoin
Budget Review System and Performance-Based Budgeting Systems	October	Vincent
Oral Presentations Skills	October	Chenier
Personnel Cost Calculation	October	Jorgensen
Difference Sheet/Appropriation Distribution Sheet/General Appropriation Act System Training/Drafting Style	January	Vincent, Chenier, Lucero
Fiscal Impact Report Training	January	Fernandez
Ethics Training	January	LCS staff

2018 New Analyst Training Packet Index

- A. About the LFC
- B. Writing Style Manual
- C. Budget Analysis Manual
- D. Budget Analysis Training
- E. Operating Budget Training
- F. Analyst Presentation Skills Training
- G. Policy Analysis: Seminar
- H. Policy Analysis: Methods for Digging Deeper
- I. Grammar Test
- J. Budget Adjustment Request Training
- K. Accountability in Government Act Training
- L. Making Results Based State Government Work