

*Wyoming Legislature*  
**ALL MEMBER TRAINING**



**MEDIA TRAINING**  
**ANTI-DISCRIMINATION TRAINING**  
**ETHICS TRAINING**  
**COMPUTER TRAINING**  
**INTERN MEET AND GREET**

**COMMITTEE CHAIRMAN TRAINING**  
**NEW LEADER TRAINING**

Monday, January 10, 2011  
Wyoming State Capitol  
Cheyenne, Wyoming

**PROGRAM PREPARED BY THE**  
**WYOMING LEGISLATIVE SERVICE OFFICE**

# MONDAY, JANUARY 10, 2011

## Hands-on Media Training (Herschler Room B63)

New legislators are strongly encouraged to attend this session and returning members are encouraged to attend, as well.

- 8:00am**      **Media Training**  
*Meagan Dorsch, Natl Conference of State Legislatures*  
*Wendy Madsen, Legislative Information Officer*
- Getting your message out
  - How to succeed in media interviews
  - Key messaging
  - Media protocols

## Anti-Discrimination Training (Herschler Room B63)

This training session is **mandatory for new and returning members**.

- 9:00am**      **Anti-Discrimination Training**  
*Bill Pilger, Attorney General's Office*
- Overview of Management Council Policy
  - Sexual harassment definitions
  - Reporting procedures

## Making Ethical Decisions (Herschler Room B63)

**Returning members are strongly** encouraged to attend this session. New members do not need to attend as it is a repeat of training already provided to you.

- 10:00am**      **Being Ethical in Today's Legislature**  
*Mark Quiner, Assistant Director for Administration*  
*Peggy Kerns, Natl Conf of State Legislatures*
- Wyoming's ethics and conflict of interest laws
  - Context for a citizen legislature
  - Value-based ethical decision-making
  - Tips for considering difficult issues

## New Leader Meeting (Room 302)

All majority and minority members of leadership are welcome to attend.

- 11:00am**      **Leadership Training**
- Roles and responsibilities of members of leadership

## Computer Training (Room 302)

This training session is **mandatory for new legislators** and returning members are encouraged to attend, as well.

- 1:00pm**      **Get the Most Effective Performance From Your Laptop**  
**How to Search Statutes Using Folio Search Engine**  
**Navigating the Internet and Intranet**  
**How to Manage All that E-mail**

## Committee Chairman Meeting (Room 302)

Committee chairmen should plan to attend this meeting. The ranking minority party member on each committee is also welcome to attend this session.

- 3:30pm**      **Committee Chairman Training**
- Room 302 features
  - Role of committees in the legislative process
  - Responsibilities of the committee chairman
  - Strategies for planning and preparation
  - Running efficient and productive committee meetings
  - Making the public feel welcome
  - Overview of Rules of Procedure
  - Fiscal notes with administrative fiscal impact
  - Committee handout form
  - Videoconferencing services available for hearings

## Intern Meet and Greet (Room 302)

All legislators are welcome to attend to meet the college interns who are available to work for all legislators, but legislators who have signed up for individual interns should definitely plan to attend this session .

- 5:00pm**      **Interns meet sponsoring legislators**  
*Lavonda Kopsa, Intern Coordinator*
- Expectations of program
  - Tips for a productive relationship
  - Ideas for intern projects

