

What do managers on Capitol Hill do and how is the work done?

The manager or a key staffer makes the trains run on time and on the right tracks. They make the recommendations – deciding who and what goes to the principal for a decision.

This position protects the principal's time and energy.

Who: Current managers on the Hill or those aspiring for the role.

What: The basis will be *Completed Staff Work* emphasizing the following,

- Advising and informing the principal.
- Building and maintaining running estimates.
- Providing recommendations.
- Preparing plans, directives, and other staff writing.
- Assessing operations.
- Managing information within area of expertise.
- Identifying and analyzing problems.
- Coordinating staff.
- Conducting staff assistance visits.
- Performing composite risk management.
- Performing intelligence preparation of the area of operation.
- Conducting staff inspections.
- Completing staff research.
- Performing staff administrative procedures.
- Exercising staff supervision over their area of expertise

Why: There is little formal training for this critical position. This advanced management seminar provides the knowledge needed to coordinate a staff and to assist decision-making.