

Day 1	TRAINING LECTURE	KEY POINTS	FACULTY / SPEAKER
9:00 – 9:30 AM	<i>Registration</i>		
9:30 – 9:45 AM	Welcome to LI	<ul style="list-style-type: none"> An introduction to the Leadership Institute 	
9:45 – 10:30 AM	Networking and Marketing Yourself on the Hill	<ul style="list-style-type: none"> The do's and don'ts of networking Develop your networking strategy Knowing when and how to use your contacts 	
10:30 – 11:45 AM	Resumes and Cover Letters that Stand Out	<ul style="list-style-type: none"> What does an effective resume look like? Do's and don'ts of cover letters 	
11:45 – 12:00 PM	<i>Break</i>		
12:00 – 1:00 PM	Interview and Salary Negotiation Skills	<ul style="list-style-type: none"> The do's and don'ts of the interview process. Questions to expect How to negotiate a higher salary 	
1:00 – 2:00 PM	<i>Lunch & Networking</i>		
2:00 – 2:45 PM	What a Hill Office Looks For When Hiring	<ul style="list-style-type: none"> The structure of a Hill Office The core skills required to work on the Hill What you should do now to secure your job/promotion in a Hill office 	

2:45 – 3:45 PM	Putting Pen to Paper: Managing a Large Mail Flow	<ul style="list-style-type: none"> • Learn your bosses writing style and compose high quality responses • Write a strong template email you can respond to mass email campaigns • Manage a large mail flow 	
3:45 – 4:00 PM	<i>Break</i>		
4:00 – 5:00 PM	Success on the Hill: I Did It, So Can You!	<ul style="list-style-type: none"> • A real life account of success on the Hill • Questions and answers 	
5:00 PM	<i>Adjournment</i>		

Day 2	TRAINING LECTURE	KEY POINTS	FACULTY / SPEAKER
9:30 – 10:00 AM	<i>Registration</i>		
10:00 – 11:15 AM	Which Position is right for you? Opportunities in the House and Senate	<ul style="list-style-type: none"> • Differences between working in the House and Senate • Progress on the Hill, from junior to senior staffer 	
11:15 – 11:30 AM	<i>Break</i>		
11:30 – 12:30 PM	Surviving in D.C. – Life on a Budget	<ul style="list-style-type: none"> • How to survive in an expensive city on an intern or junior staffer’s salary • Make the most of D.C.’s opportunities 	
12:30 – 1:30 PM	<i>Lunch & Networking</i>		
1:30 – 2:15 PM	Research Part 1: Keeping the Congressman Informed	<ul style="list-style-type: none"> • Know the issues most important to your boss and stay on top of them • The secret to writing a helpful policy brief • Informative resources beyond the Hill 	
2:15 – 3:00 PM	Research Part 2: Understanding Hill Institutions & Resources	<ul style="list-style-type: none"> • Library of Congress • Congressional Research Service • Leadership offices • Others 	

3:00 – 3:15 PM	<i>Break</i>		
3:15 – 4:15 PM	Rules of the House and Senate & Ethics	<ul style="list-style-type: none"> • Rules of the House and how they affect staff • Rules of the Senate and how they affect staff • Ethics 	
4:15 – 5:15 PM	The Legislative and Budgetary Process	<ul style="list-style-type: none"> • An overview of how the legislative process works • An overview of how the budgetary process works • Bills outside of the appropriations process 	
5:15 PM	<i>Adjournment</i>		