



**NEW SENATOR ORIENTATION- PART I**  
 NOVEMBER 28-29, 2023

<b>TUESDAY, NOVEMBER 28, 2023</b> <b>CAPITOL – SENATE CHAMBER</b>	
<b>8:00 a.m.</b>	<b>PICK UP FROM HOTEL</b>
<b>8:30 a.m.</b>	<b>COFFEE AND PASTRIES</b>
<b>9:00 a.m. - 9:30 a.m.</b>	<b>WELCOME SENATORS-ELECT</b> <i>Senate Leadership:</i> <i>Senator L. Louise Lucas</i> <i>Senator Ryan T. McDougle</i>
<b>9:30 a.m. - 9:50 a.m.</b>	<b>INTRODUCTION TO THE SENATE OF VIRGINIA</b> <i>The Honorable Susan Clarke Schaar, Clerk of the Senate</i>
<b>9:55 am</b>	<b>CLASS OF 2024 GROUP PHOTO – CAPITOL PORTICO</b>
<b>10:05 a.m.</b>	<b>PROCEED TO THE GENERAL ASSEMBLY BUILDING</b>

<b>GENERAL ASSEMBLY BUILDING – SENATE ROOM A (305)</b>	
<b>10:15 a.m. - 11:15 a.m.</b>	<b>THE ART OF LEGISLATIVE NEGOTIATION</b> <p>Traditional business and legal negotiation practices have centered on an oppositional, zero-sum game approach that seeks clear winners and losers. But negotiation in the legislative realm is different in many ways, with multiple stakeholders, complex interests, and both policy and political considerations to balance. In this workshop, legislators will learn to identify their primary interests, and the interests of their negotiating partner, develop creative options to circumvent roadblocks, preserve relationships with their negotiating partners for future interactions and more. Participants will engage in negotiation simulations designed specifically for the legislative setting. The goal of this hands-on training is to develop the skills and creativity necessary to engage in successful negotiation practices that produce more optimal outcomes.</p> <p style="text-align: right;"><i>Curt Stedron, Director of the NCSL Legislative Training Institute, National Conference of State Legislatures</i></p>

<p><b>11:20 a.m. - 12:00 p.m.</b></p>	<p><b>SENATE CENTRAL CLERK’S OFFICE</b>  “How do I...?”, “Where do I go for...?”, “Who do I talk to about...?”  If you have questions, this is where to get answers. If you’re not sure where to seek the help you need, this is where to start.  <i>Rose Ramsey, Assistant Clerk</i></p> <p><b>SENATE FISCAL/HUMAN RESOURCES</b>  Onboarding 101 -- Exactly HOW many forms do I have to complete? Fiscal and Human Resources will get you through the maze of payroll, additional compensation, office expense allowances, legislative assistant funds, and employee benefits.  <i>Michael Adams, Director of Human Resources</i></p>
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**GENERAL ASSEMBLY BUILDING – COMMONWEALTH ROOM**

<p><b>12:10 p.m. - 2:00 p.m.</b></p>	<p><b>LUNCH &amp; ROUNDTABLE DISCUSSION</b>  <i>“What I wish I knew!” Learn from those who have been here before.</i>  <i>Senator Jennifer B. Boysko</i>  <i>Senator Bryce E. Reeves</i></p>
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**GENERAL ASSEMBLY BUILDING – SENATE ROOM A (305)**

<p><b>2:00 p.m. - 2:30 p.m.</b></p>	<p><b>SENATE TECHNOLOGY</b>  Technology is available to make your work easier. Learn more about Senate policies and provided services.  <i>Jonathan Palmore, Chief Technology Officer</i></p> <p><b>SENATE SUPPORT SERVICES</b>  Your operations and logistics team! An overview of parking, offices, ID badges, and Administrative Assistants.  <i>Jennifer Jones Welch, Deputy Clerk</i></p>
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<p><b>2:45 p.m. - 3:15 p.m.</b></p>	<p><b>DIVISION OF LEGISLATIVE SERVICES</b>  Can’t wait to get started? Learn how to get good ideas translated into actual legislation. This session will cover the role of the staff attorneys in the legislative process. We will also discuss e-drafting, requesting a bill draft, and e-filing.  <i>Amigo Wade, Director</i>  <i>Meg Lamb, Deputy Director</i>  <i>Stephanie Kerns, Senior Operations Coordinator</i></p>
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<p><b>3:15 p.m. - 3:30 p.m.</b></p>	<p><b>BREAK</b></p>
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3:30 p.m. - 4:30 p.m.	<p><b>THE ROLE OF THE LEGISLATIVE ASSISTANT</b></p> <p>The Legislative Assistant’s primary responsibility is to ensure that the member is prepared and equipped to execute the duties of the office of Senator. Learn more about how this important staff position can meet the needs of your office.</p> <p><i>The Honorable Susan Clarke Schaar, Clerk of the Senate</i>  <i>Michael Adams, Director of Human Resources</i></p>
4:30 p.m.	<p><b>TOUR THE GENERAL ASSEMBLY BUILDING (OPTIONAL)</b></p> <p>The Backstage Tour! Where to find committee rooms, Senate staff (including Senate Finance) and the media area. See an example of a Senator’s office layout.</p>
<p><b>GOVERNOR’S MANSION</b></p>	
5:00 p.m. - 6:00 p.m.	<p><b>RECEPTION AT THE GOVERNOR’S MANSION</b></p>
<p><b>GENERAL ASSEMBLY BUILDING – COMMONWEALTH ROOM</b></p>	
6:15 p.m. - 8:15 p.m.	<p><b>DINNER</b></p> <p><b>GENERAL ASSEMBLY BUILDING – COMMONWEALTH ROOM</b></p> <p><i>“What I wish I knew!” Learn from those who have been here before.</i></p> <p><i>Senator Mamie E. Locke</i>  <i>Senator Ryan T. McDougle</i>  <i>Senator Scott A. Surovell</i></p>
8:20 p.m.	<p><b>PICK UP, RETURN TO HOTEL</b></p>

<p><b>WEDNESDAY, NOVEMBER 29, 2023</b></p> <p><b>GENERAL ASSEMBLY BUILDING – SENATE ROOM A (305)</b></p>	
7:30 a.m.	<p><b>PICK UP FROM HOTEL</b></p>
8:00 a.m.	<p><b>BREAKFAST</b></p>
8:30 a.m. - 9:15 a.m.	<p><b>CAPITOL AND PERSONAL SECURITY</b></p> <p>America’s oldest police agency will discuss the services they provide to help with your safety in Richmond and at home.</p> <p><i>Colonel John T. McKee, Chief of Capitol Police</i></p>

<p><b>9:15 am - 10:00 a.m.</b></p>	<p><b>THE CONFLICTS OF INTERESTS ACT</b>  An overview of the Virginia ethics law. Topics covered include the Council, personal interests, the \$100 gift cap, travel waiver requirements, and how to complete the disclosures.  <i>Stewart Petoe, Executive Director, Virginia Conflict of Interest and Ethics Advisory Council</i></p>
<p><b>10:00 a.m. - 10:15 a.m.</b></p>	<p><b>BREAK</b></p>
<p><b>10:15 a.m. - 11:30 a.m.</b></p>	<p><b>ESSENTIAL CONVERSATIONS:  A PROTOCOL TO STRENGTHEN SENATE RELATIONSHIPS</b>  In the fast-paced, often chaotic world of the legislature, it is easy to find yourself in a silo, disconnected from other Senate colleagues, and feeling isolated in your work environment. This team building module seeks to create and strengthen interpersonal connections with other team members through the power of authentic conversation. By exploring answers to essential questions of purpose, values, and organizational culture, you will leave the room with a richer understanding of your colleagues and yourself.  <i>Angela Andrews, Deputy Director of the NCSL Legislative Training Institute, National Conference of State Legislatures</i></p>
<p><b>11:30 a.m. - 11:50 a.m.</b></p>	<p><b>GENERAL ASSEMBLY BUILDING REVIEW</b>  <i>Jennifer Jones Welch, Deputy Clerk</i></p>
<p><b>GENERAL ASSEMBLY BUILDING – COMMONWEALTH ROOM</b></p>	
<p><b>12:00 p.m. - 1:30 p.m.</b></p>	<p><b>LUNCH AND SPEAKER – COMMONWEALTH ROOM</b>  Lobbyists and the press have important roles in the Legislative Process. Hear from representatives of each group about expectations – yours and theirs.  <i>Phil H. Boykin, President &amp; CEO, Virginia Beer Wholesalers Association</i>  <i>Michael Martz, State Politics Reporter, Richmond Times-Dispatch</i></p>
<p><b>GENERAL ASSEMBLY BUILDING – SENATE ROOM A (305)</b></p>	
<p><b>1:30 p.m. - 2:00 p.m.</b></p>	<p><b>BUDGET PROCESS OVERVIEW</b>  Learn about the Senate Budget process and how to draft and submit budget amendments.  <i>April Kees, Director, Senate Finance and Appropriations Committee</i></p>

<p><b>2:00 p.m. - 3:00 p.m.</b></p>	<p><b>A LEGISLATOR’S GUIDE TO FREEDOM OF INFORMATION</b>  Learn about the special provisions of FOIA covering open meetings, the “bump into” provision, the working papers and correspondence exemption and public access to records.  <i>Alan Gernhardt, Executive Director, FOIA Council</i></p>
<p><b>3:00 p.m. - 3:15 p.m.</b></p>	<p><b>BREAK</b></p>
<p><b>3:00 p.m. - 3:30 p.m.</b></p>	<p><b>SENATE WORKPLACE HARASSMENT POLICY</b>  <i>The Honorable Susan Clarke Schaar, Clerk of the Senate</i>  <i>Michael Adams, Director of Human Resources</i></p>
<p><b>3:30 p.m. - 4:30 p.m.</b></p>	<p><b>WRAP UP</b>  Review of First Day items  Overview of Chamber and Committee Training on January 4, 2024  Review of Take-Home Info  *Important* -- Seniority Lots Drawn</p>
<p><b>4:30 p.m.</b></p>	<p><b>PICK UP, RETURN TO HOTEL</b></p>