

AGENDA

SENATE LEGISLATIVE ASSISTANT TRAINING & PROFESSIONAL DEVELOPMENT

TUESDAY, 5 DECEMBER 2023

- 9 AM** **Continental Breakfast**
Commonwealth Room, GAB
- Welcome to the Senate of Virginia!**
The Honorable Susan Clarke Schaar, Clerk of the Senate
- 9:15 AM** **Tour the New GAB**
Senate Clerk's Office Staff
- 10:15 AM** **Freedom of Information Act**
Alan Gernhardt, Executive Director, Virginia FOIA Council
- 11:30 AM** **Virginia's Budget Process**
April Kees, Director, Senate Finance and Appropriations Committee
Staff
- 12 PM** **Lunch & Panel Discussion**
**"What I Wish I Knew" - Tips & Takeaways from fellow
legislative colleagues**
June Laffey | Senator Hashmi's Office
Tyler Lester | Senator Pillion's Office
- ***Move to Senate Subcommittee Room 500, 5th Floor*****
- 2 PM** **Legislative Operations Review**
- **Drafting and E-Filing** – Amigo Wade & Stephanie Kerns, DLS
 - **Co-Patrons** – Tara Perkinson & Corinne Sloan, SCO
 - **Committee Operations** – Hobie Lehman, SCO
 - **Senate Calendar** – Nathan Hatfield, SCO
 - **Floor Procedure & Important Dates** – Tara/Nathan
- 3 PM** **Making the Best First Impression**
Liz Bryant, President, Liz Bryant Business Etiquette

