

Capability Statement for TheCapitol.Net

Core Competencies

TheCapitol.Net is an independent, non-partisan small business that provides legislative, budget, communication, and media training and publications.

- For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been offering public and custom training programs.
- TheCapitol.Net's training consultants have more than 50 years of combined experience in adult education.
- TheCapitol.Net partners with more than 50 core trainers who are experts in congressional operations, the federal budget process, congressional testimony, legislative drafting, communication and media training, writing, editing, and research.
- Half-day to five-day training programs, including "Congressional Briefing Conference—Capitol Hill Workshop" and "Testifying Before Congress."
- Public and custom training designed to meet a wide variety of leadership competencies.
- All public courses have been approved for Continuing Education Units (CEUs) by George Mason University.
- All training includes written materials and publications, such as *Congressional Procedure*, *Testifying Before Congress*, *Legislative Drafter's Deskbook*, *Media Relations Handbook*, *Persuading Congress*, and our *Pocket Constitution*.

Past Performance

TheCapitol.Net has more than 2,500 clients representing congressional offices, federal and state agencies, military branches, business associations, think tanks, foreign delegations, news media, and NGOs. We have developed and delivered custom training for numerous federal entities:

- DFAS
- SSA
- EPA
- LLNL
- USPTO
- State
- NIH
- USDA
- NASA
- Sandia
- Navy
- OPM
- FAA
- US Senate
- USCG
- GAO
- CIA
- Treasury
- FBI
- Joint Chiefs

Company Facts

For more than 40 years, TheCapitol.Net and its predecessor, Congressional Quarterly Executive Conferences, have been training professionals from government, military, business, and NGOs on the dynamics and operations of the legislative and executive branches and how to work with them. TheCapitol.Net is a privately held Virginia corporation based in Alexandria, Virginia. All training programs open to the public are held in Washington, DC. We work with select clients within the U.S. and abroad in presenting customized, on-site training. Please visit our website at www.TheCapitol.Net.

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Accept checks, EFT/ACH, all major credit cards and government procurement cards.



Differentiators

Several facets of our training set us apart:

- More than 50 core trainers, all of whom are independent subject matter experts.
- Faculty include senior government executives, former members of Congress, congressional and agency staff, editors and journalists, lawyers, nonprofit executives, and scholars.
- The company and its predecessor, Congressional Quarterly Executive Conferences, have been offering training programs for more than 40 years.
- Our publications, written by leading subject matter experts, complement our training programs.
- All of our training programs are off-the-record.
- All of our training programs use written agendas.
- All of our training programs include AV and written course materials.



Non-partisan training and publications that show how Washington works.™

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TheCapitol.Net's Open Enrollment Classes

TCNCourses.com

Congressional Operations Briefing: Capitol Hill Workshop

Congressional decision-making is driven by politics, policy, and process. During this three-day workshop, our Washington-based experts focus on these three P's and demystify the culture of the U.S. Congress.

They focus on:

- Legislative procedure
- The politics and leadership of the current Congress
- Policy making in Washington
- The congressional budget process
- The role of the media in covering the beats in Washington
- Members and staff

Offered every September in Washington, DC. See TCNCHW.com for agenda, dates, and secure online registration.

Drafting Federal Legislation and Amendments

This course is designed to help anyone draft and revise bills and amendments. Those who review and analyze legislation can also benefit from this hands-on training. In addition to faculty-led instruction, attendees review and revise bills and amendments and draft bills. Attendees learn how to:

- Assess existing law and policy objectives before beginning to draft
- Comply with the U.S. Code rules of construction, style, grammar, and punctuation
- Use drafting styles that work in your favor

Offered every September in Washington, DC. See TCNDL.com for agenda, dates, and secure online registration.

Writing for Government and Business: Critical Thinking and Writing

Improve your writing skills during this intensive one-day program that combines faculty-led instruction with writing exercises that reinforce the instruction. The program focuses on the three dimensions of professional writing: organization, format, and style.

In addition to reviewing and teaching specific writing techniques, our faculty show you how to:

- Apply critical thinking to the writing process
- Use plain English and the active voice
- Be concise
- Develop an effective writing style

Offered every Spring and Fall in Washington, DC. See TCNWW.com for agenda, dates, and secure online registration.