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## **New Member Orientation Agenda**

**Thursday, November 10, 2016**

State Office Building, St. Paul

### **Check-in and light breakfast**

- Receive name tags, list of new members-elect, agenda, and Capitol Security ID Form
- Have your official legislative photo taken and video interview done

### **Welcome**

**Speaker Kurt Daudt, Minority Leader Paul Thissen and Majority Leader Joyce Peppin**

### **Overview of the day and introduction of staff**

### **Members-elect and guest introductions**

### **Tour of the State Office Building**

### **Keeping You Safe and Chamber Etiquette**

### **Overview of Swearing-In Day**

### **Lunch**

### **Time Management: Balancing a Legislator's Job with Work and Family**

### **Break**

### **December Retreat Information**

### **House Public Information Services Overview**

### **Member Salary and Expense Reimbursements**

### **Break**

### **Human Resources Benefit Package Presentation**

### **Legislative Library Reception: meet staff and other legislators**

### **Conclusion**

Turn in evaluation, name tags, and retreat registration forms

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## New Member Orientation Agenda

Wednesday, November 30, 2016

State Office Building (SOB), St. Paul and the Oak Ridge Conference Center, Chaska, MN

		<b>Light breakfast</b>
		<b>Welcome</b> Speaker Kurt Daudt
		<b>How to be an Effective Legislator Panel</b>
		Break
		<b>“Hands-On” Committee Process</b>
		Break
		- <b>Lunch Break-out by Caucus</b> - <b>How to Develop an Excellent Working Relationship with Your Legislative Assistant</b>
		<b>Overview of the Legislative Process and Parliamentary Procedure</b>
		Break
		<b>Harassment Issues in the Workplace</b>
		<b>Depart</b> for Oak Ridge Conference Center
		<b>Arrive</b> at the Oak Ridge Conference Center in Chaska
		<b>Dinner</b>
		<b>Informal social time</b> (optional)

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## **New Member Orientation Agenda**

**Thursday, December 1, 2016**

**Oak Ridge Conference Center, Chaska, MN**

<b>Breakfast</b>
<b>Opening</b>
<b>How a Bill Becomes Law</b>
<b>Exploring the Legislative Website</b>
<b>Ice Breaker Game</b>
<b>Lunch</b>
<b>The “Law Idea Light Bulb”: The 4 Ways a Legislative Idea Comes to You</b>
<b>Break</b>
<b>“10 Questions in 10 Minutes” Interactive Game</b>
<b>Succeeding as an Ethical Legislator: Ethics and Gift Ban Issues</b>
<b>Break</b>
<b>Partisan Research – Breakouts by Party</b>
<b>Break</b>
<b>Dinner</b>
<b>Balancing Policy with Politics Legislative Panel</b>
<b>Minnesota Nice – Civility in the Legislature</b>
<b>Debriefing of the Day</b>
<b>Conclusion – Informal social time</b>

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***New Member Orientation Agenda for***

**Thursday, November 8, 2018**

State Office Building, St. Paul

**Check-in and light breakfast**

- Receive name tags, list of new members-elect, agenda, and Capitol Security ID Form
- Take your official legislative photo and record video interview
- Tour of the State Office Building

**Welcome**

**Speaker Kurt Daudt and Minority Leader Melissa Hortman**

**Overview of the day and introduction of staff**

**Members-elect and guest introductions**

Break

**Human Resources Benefit Package Presentation**

**Sergeant at Arms**

**Overview of Sergeant Office & staff, key card**

Lunch

**Overview of Swearing-In Day**

**Tour of State Capitol**

Break

**Payroll and Expense Process**

**November Retreat Information**

Break

**Balancing a Legislator's Job with Work and Family**

**Legislative Library Reception: meet staff and other legislators**

**Conclusion**

Turn in evaluation, name tags, and retreat registration forms

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***New Member Orientation Agenda for***  
**Wednesday, November 28, 2018**

State Office Building (SOB), St. Paul and the Oak Ridge Conference Center, Chaska, MN

<b>Light breakfast</b>
<b>Luggage drop off</b>
<b>Welcome</b> <b>Speaker Daudt and Speaker-Elect Melissa Hortman</b>
<b>How to be an Effective Legislator Panel</b>
Break
<b>“Hands-On” Committee Process</b>
Break
<b>Lunch Break-out by Caucus</b> How to Develop an Excellent Working Relationship with Your Legislative Assistant
<b>Decorum and Capitol Guest Passes</b>
<b>Overview of the Legislative Process and Parliamentary Procedure</b>
Break
<b>Harassment Issues in the Workplace</b>
<b>Joint Legislative Offices overview</b>
<b>Depart for Oak Ridge Conference Center</b>
<b>Arrive at the Oak Ridge Conference Center in Chaska</b>
<b>Dinner</b>
<b>Ice Breaker - Trivia Game</b>
<b>Previewing Your Term: Biennium Outlook</b>
<b>Debrief of Day/Discussion</b>
<b>Informal social time (optional)</b>

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**New Member Orientation Agenda for  
Thursday, November 29, 2018  
Oak Ridge Conference Center, Chaska, MN**

<b>Breakfast</b>
<b>Opening Comments</b>
<b>How a Bill Becomes Law</b>
<b>Exploring the Legislative Website Interactive Game</b>
Break
<b>The “Law Idea Light Bulb”: The 4 Ways a Legislative Idea Comes to You</b>
<b>Lunch</b>
<b>Succeeding as an Ethical Legislator: Ethics and Gift Ban Issues</b>
<b>Lobbyists and the Legislature</b>
Break
<b>Breakouts by Party</b>
Break
<b>Dinner</b>
<b>Balancing Policy with Politics Legislative Panel</b>
<b>Minnesota Nice - Civility in the Legislature</b>
<b>Debriefing of the Day</b>
<b>Conclusion - Informal social time</b>