

Congressional Office Meeting Outline

Congressional Office: _____

Staff and Title: _____

These meetings work best when they focus on **stories, data, and examples** that help policymakers understand the importance of National Skills Coalition’s legislative agenda. Don’t worry—you don’t need to be an expert on specific policies, since you’re an expert on your own experiences, which are highly valuable. If a Congressional office asks a specific legislative question you can’t answer, please make a note and one of NSC’s Government Affairs staff members will follow up with the office to provide a detailed response.

You also don’t need to hit on every talking point. These are your meetings, and you are there to share your experiences and needs. Below is a typical agenda for a meeting with a Congressional Office.

1. The meeting lead—as assigned by the state delegation lead—opens the meeting.

- Thank staffer(s) for taking the time to meet with you.
- Mention the Skills Summit and that you’re there to discuss how workforce policies can better support workers and employers alike.

2. Each person in the meeting offers a short introduction.

- No more than 30 seconds which may include name, state, organization, title, one or two sentences about work.

3. Tell them why you are at the meeting:

- Outline each ask and then have individuals from the group share relevant examples, stories, and/or statistics that support each ask:

○ Ask #1: _____

▪ Speaker: _____

▪ Speaker: _____

▪ Speaker: _____

○ Ask #2: _____

▪ Speaker: _____

▪ Speaker: _____

▪ Speaker: _____

○ Ask #3: _____

▪ Speaker: _____

▪ Speaker: _____

▪ Speaker: _____

These meetings are meant to be a conversation, so be sure to leave time after each ask for questions from Congressional staff and to pose your own questions. Your questions for the office could include:

- What are your thoughts on this policy, and do you support it?
 - What can we do to partner with your office on this issue?
 - What are some areas of this ask that interest you?
 - What voices are important to hear more from?
4. **The meeting lead closes the meeting and thanks the office for their time.**
 5. **The delegation lead fills out [report back form](#) and makes note of any specific follow-up required.**
 6. **Meeting lead sends a thank you note by email within one week.**

Notes: