

# Power Up Your Election Judge Training



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# Janice's Story

- Her new responsibilities include training election judges
- Not in her comfort zone



# What's in it for me?

**W I I F M**

- New to training? Get a good start.
- Experienced in training? Get better.

Goal: To have a crew of election judges who are well-trained and able to do their jobs correctly and productively.

# Objectives

By the end of this session, you will be able to describe:

- How to structure training
- Ways to make your training impactful
- Ways you can be a better trainer



# Training Session: Basic Organization

Tell them what you're going to tell them. <i>Readiness</i>	<b>10%</b>
Tell them. <i>Acquisition</i>	<b>80%</b>
Tell them what you told them. <i>Recall</i>	<b>10%</b>

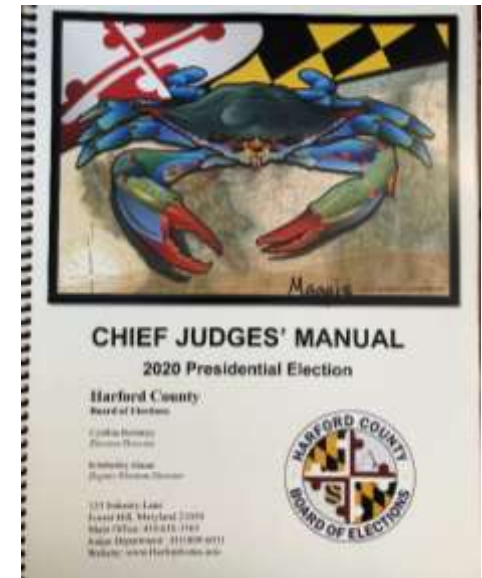
# Stay on Track

- Start on time
- Stick to the agenda
- Divide material into digestible chunks
- Focus on “need to know” vs. “nice to know”
- Keep it in the context of their jobs
- Keep discussions on track



# Training Content & Structure

- Election Judges' Manual
- Step-by-Step Guides
- Election Judge Checklists
- Forms (Early Voting & Election Day)
- Curriculum for each type of election judge



COMAR 33.02.03.03 – Use of Training Materials

Election Law §10-206 – Instruction for election judges

# Training Process

1. Demonstrate the task
2. Review key points
3. Demonstrate again, if needed
4. Have the election judge perform parts of the task
5. Provide support while the election judge performs the whole task
6. Observe as the election judge performs the whole task again
7. Have the election judge perform the task independently





# Training Do's and Don'ts

## DO

Discuss roles, responsibilities, time commitments, activities and expectations with the election judge.

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Be committed. Be available to the election judge to answer questions as they arise, help the election judge learn to use systems, demonstrate tasks, etc.

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Project a positive attitude about the job and the election judge's progress.

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Use effective communication skills, especially listening.

## DON'T

Give advice beyond organizational and job-related issues.

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Do the job for the election judge.

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Be overly critical.

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Be negative.

# Asking Questions

## Quick Answer

- Yes/no, true/false, other one-word answers
- Quick check for understanding
- Show of hands – to make a point
- To continue participation without slowing down the pace



## Longer Answer

- To open up discussion
- To encourage higher level thinking / analysis
- To test for comprehension

# Answering Questions

- Encourage questions
- When someone asks
  - Listen
  - Repeat or rephrase it
- When you answer
  - Speak to the entire group
  - Be brief



If you don't know the answer, say so

# Promote Active Learning

- Start with a story or interesting visual
- Use examples and analogies
- Use visuals and props
- Ask challenging questions
- Do exercises, hands-on practice
- Build in time for review
- Pause and check for understanding
- Use humor



# What does your audience hear?

## The five P's

- Projection
- Pace
- Pauses
- Pronunciation
- “Phillers”



# What does your audience see?

- Body stance
- Gestures
- Facial expression
- Eye contact
- Nervousness



Virtual delivery challenges

# Handling Difficult Situations

## Logistical problems

- Be prepared with an alternate approach

## You make a mistake

- Apologize, clarify and move on

## You lose your place

- Use humor; ask a question, ask participants to take a moment to review

## The group is silent

- Call on someone, ask a different type of question



# Difficult People: Case Studies



Defensive Dave



Distracted Dana



Talkative Tanya



Questioning Quentin



Contradicting Conrad



# Dealing with the Media – a Refresher

- Media presence is allowed as long as their activities **don't**:
  1. Cause disruption
  2. Infringe on voter privacy
  3. Inhibit election judges from performing their duties
  4. Otherwise interfere with the orderly conduct of the election
- Notice requested



# Summary

- How to structure training
- Ways to make your training impactful
- Ways you can be a better trainer

Tell them what you're going to tell them. <i>Readiness</i>	<b>10%</b>
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**How will you apply this to your job?**



# What's Next

- Plan your training sessions
- Practice your training skills

