

# Election Training

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LEARN TO DISCUSS, DISCUSS  
TO LEARN

# Presenters

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Election Administration Specialist  
WEC



Melissa Kono

Municipal Clerk Specialist  
UW-Madison & Wisconsin  
Towns Association



Lisa Tollefson

Rock County Clerk



# Preparation Work

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UNDERSTANDING YOUR  
AUDIENCE



DEVELOPING TRAINING  
MATERIALS



GETTING READY FOR A  
TRAINING

# Understanding Your Audience

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- How large is the group?
- Is this their first encounter with election administration?
- What is their level of proficiency with online content?
- What type of learners are they?
- How open are they to discussion?



How large is the group?

Is this their first encounter with election administration?

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Possibly have everyone stand up and ask

If you have been here less than 1 year sit down.

If you have been here less than 5 years sit down...

Etc...



What is their level of proficiency with online content?

What type  
of learners  
are they?

Seeing

Hearing

Doing

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This might be a good place to ask the question with the QR code.

How do you like to learn?

Show the chart of responses.

# How open are they to discussion?

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# Training Materials

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- Will you need to create your own or can you rely on someone else's?
  - For instance, the WEC's.
  - Rely as much as possible on previous materials.
- Favor clean, accessible presentations.
  - Use technology to your advantage.
  - Make sure to stick to the allotted time; make room for questions from the audience.
- Share a handout with the attendants.
  - People like to have paper in front of them.
  - It also helps them take notes.

# Training Materials Checklist

Equipment	Materials	Other
Projector/screen	Agendas	Pens
Laptop/charger	Handouts	Refreshments
Speakers (if showing a video)	Evaluations	Name tags
Microphone and extra batteries	Training certificates	Extra office supplies
Extension cord	Registration and Sign in sheet	
Clicker	Election Day Manual	
Hot spot or wifi password		

Will you need to create your own or can you rely on someone else's?

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Baseline  
Chief  
Inspector  
Training



AUGUST 2025

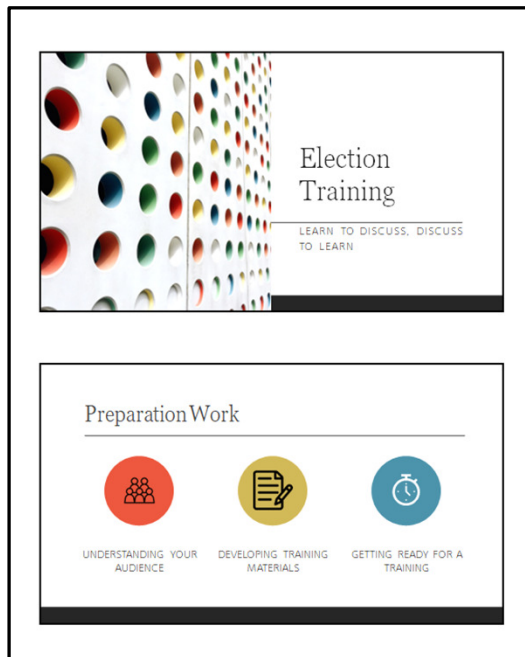


Favor clean,  
accessible  
presentations.

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# Share a handout with the attendants.

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**Election Training**  
LEARN TO DISCUSS. DISCUSS TO LEARN

**Preparation Work**

- UNDERSTANDING YOUR AUDIENCE
- DEVELOPING TRAINING MATERIALS
- GETTING READY FOR A TRAINING



**Election Training**  
LEARN TO DISCUSS. DISCUSS TO LEARN

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**Preparation Work**

- UNDERSTANDING YOUR AUDIENCE
- DEVELOPING TRAINING MATERIALS
- GETTING READY FOR A TRAINING

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**Understanding Your Audience**

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# Getting Ready for a Training

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- Getting the word out
  - Recommendation: publish your training on the [ElectEd calendar](#).
- Make sure the room is adequate:
  - Size
  - Light
  - Noise
- Practice as much as time allows.

# Sign-in



The image shows a mobile-style interface for a Microsoft Form. The top section features an illustration of a person sitting on the floor with a laptop, surrounded by icons representing communication and technology. Below this, the title "Election Training" is displayed in a large, bold, orange font, followed by the subtitle "Learn to Discuss, Discuss to Learn" in a smaller orange font. A "Please sign-in." prompt is centered above an orange "Start now" button. At the bottom of the page, the Microsoft 365 logo is visible, along with a disclaimer: "This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password. Microsoft Forms | AI-Powered surveys, quizzes and..."

**Election Training**  
**Learn to Discuss, Discuss to Learn**

Please sign-in.

**Start now**

Microsoft 365

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password. Microsoft Forms | AI-Powered surveys, quizzes and...

**Election Training**  
**Learn to Discuss, Discuss to Learn**

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

Please sign-in.

1. Your Email \*

Enter your answer

2. What is your Municipality - County \*

Enter your answer

D	E	F	G	H
Please enter your name	Municipality	County	Position	Email1
John Adams	City of Quincy	Stevens	Deputy Clerk	Waytogo@fun.com
George Washington	Town of New York	Washington	Clerk	none@none.com
Benjamin Franklin	City of Philadelphia	Erie	clerk	none@none.com
Thomas Jefferson	Town of Independence	Albemarle	Clerk	non@none.com
Stephen Hopkins	City of Dover	Rhode Island	Deputy Clerk	none@none.com
Besty Ross	City of Gloucester	New Jersey	clerk	none@none.com
Dolly Madison	Town of Payne	Guilford	clerk	
John Hancock	City of Charles	Charles	Clerk	none@none.com

Getting the  
word out

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Publish on the  
[ElectEd calendar](#)





Make sure the room is adequate.

Practice as much as  
time allows.

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# Make Your Training Interactive

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- In person:
  - Start with a quick icebreaker.
  - Baseline: ask every few minutes if anyone has a question.
  - Include interactive activities.
  - Foster discussion and include discussion activities.
- Online:
  - Insert activities every few minutes.



Quick Icebreaker



Ask if there are questions



Interactive Activities

In person:

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# Online:

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- Have an someone monitor the chat
- Online quizzes
- Breakout rooms
- Send materials ahead



# Discussion-Based Training

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From UW-Madison's **The Discussion Project**:

- Well-facilitated, meaningful, and deliberate discussion can create social connection, deepen understanding of training content, and teach skills required for engagement in public life.
- Discussion creates opportunities for participants to articulate their own thinking and reasoning in order to clarify misunderstandings, to be challenged, and to challenge other views.
- Example: Jigsaw technique

# Jigsaw Discussion Technique

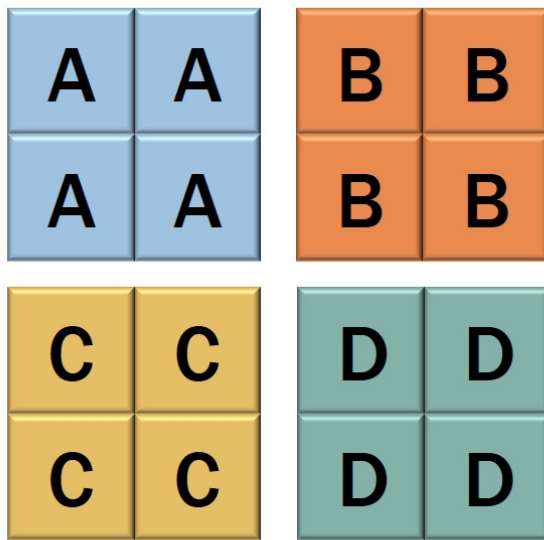
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1. Divide participants into different groups and assign one topic to each group.
2. Each group discusses their topic, including how to best present the information.
3. Reorganize participants into mixed groups, making sure that each group includes at least someone from each of the first-round groups.
4. Within the second-round groups, participants take turns explaining the topic they prepared in their first-round group.

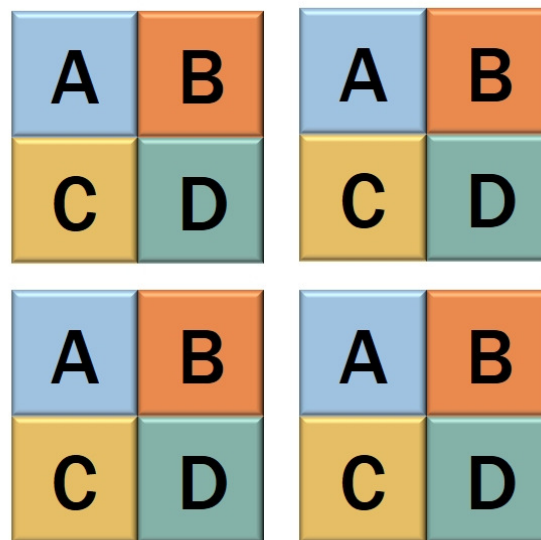
# Jigsaw Discussion Technique

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Round 1 – Expert Groups



Round 2 – Teaching Groups



# Jigsaw Discussion Technique—Poll Workers

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1. Divide participants into four groups:
  - A. Appointment
  - B. Qualifications
  - C. Training
  - D. Party Imbalance
2. Hand them information on their respective topics.
  - Handouts, manual, slides
3. Each letter group discusses their content.
4. Reorganize participants into ABCD groups.
5. Have them discuss among them or present to the group.

# Sharing Training Experiences



Q & A

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