



Poll Worker Training Tips

BEFORE POLL WORKER TRAINING

- Communicate the date, time, and location of training with everyone involved.
- Visit the training site to ensure that it can accommodate anyone attending that has special needs.
- Make sure to have your training site and room reserved, unlocked, and available on the day of training.
- Post signs that direct attendees to the training room.
- Make sure that the room is set up with enough tables and chairs to accommodate everyone and that the room is properly lit.
- Make sure that you have enough training materials (one per person) and that you have them arranged in the order you will be presenting. Also, have an agenda and extra pens and pencils.
- If you are using a microphone, TV or projector, make sure you know how to operate it properly.
- Have a sign-in sheet and name tags for attendees.
- Emergencies happen.....have an alternative training plan for those who cannot attend.

DURING POLL WORKER TRAINING

- Start and finish on time.
- Follow your agenda.
- Thank each poll worker for their service.
- Consider one or two icebreakers to start the program. Icebreakers can:
 - ◇ Help new poll workers get to know each another.
 - ◇ Help new poll workers to integrate into the group.
 - ◇ Encourage listening to others.
 - ◇ Encourage working together.
 - ◇ Build rapport with leaders.
 - ◇ Create a good atmosphere for learning and participation.
- Let the poll workers know how the training will be conducted and what Question/Answer format you will follow.
- Make the training enjoyable and fun.
- Provide an opportunity for everyone to practice using the supplies and equipment exactly how they will on Election Day.
- Make sure to provide sensitivity training to prepare poll workers for voters with special needs.

- Plan to train using various techniques, as everyone learns differently.
- Make sure poll workers know what to do in case of emergency. (Loss of power, a fire, a voter becomes ill, a flood, etc.)
- Train the “What ifs”. Make sure that the poll workers are comfortable handling voters who are not on the Express Poll, do not have photo ID, are not in the correct precinct, etc.
- Before you end the training class, ask yourself, “Have we trained every poll worker to understand they need to do everything possible to accommodate all voters?”
- Issue a quiz or test to make sure that the poll workers can perform their jobs.
- Make sure to leave the training room as you found it.

AFTER POLL WORKER TRAINING

- Make sure that the poll workers know who to contact if they have additional questions once they leave.
- Grade each quiz and provide feedback to the poll workers.
- Hold a “lessons learned” meeting with your staff to discuss ways to improve training in the future.
- Decide if you need to have a follow up training class.
- Communicate with poll workers about the next election, their role and responsibility.
- Create a plan to evaluate the poll workers performance after the next election.

AFTER THE ELECTION

- Thank the poll workers for their service....rather that be by note card, an in-person BBQ, or newsletter.
- Hold a “lessons learned” meeting with the poll managers to discuss Election Day.
- Plan additional training meeting if necessary before any run off election.